

Job Posting

Position Title: Procurement Lead

Employment Status: Permanent Full-time

Position Status: Non-Bargaining Unit position

Job Posting Deadline for Internal Candidates: November 7, 2024, at 5pm

Hours of Work Schedule: 35 hours per week including some evenings and weekends

Salary Range: Annualized salary range of \$69,000 – \$80,000, commensurate on skills and experience plus Group Benefits & HOOPP

Hiring Manager: Chief Financial Officer, with functional reporting to Finance Manager

Primary Location: Pickering & Oshawa, ON (with flexibility to travel to any DCHC location as required).

Organization Overview

Durham Community Health Centre (DCHC) is a registered, charitable organization that provides integrated, accessible, and equitable community-based primary care, wellness services, and health education to Durham community members who face multiple barriers to their health and well-being.

DCHC also provides equity-based programs and services that focus on priority populations such as Indigenous, Black, the 2SLGBTQI Community, Newcomers to Canada, Seniors, and Unattached patients (i.e., those without a family doctor), to name a few. DCHC ensures Durham community members receive not only sick care but preventive care as well.

At DCHC, we are a team-based interprofessional group of staff including physicians, nurse practitioners, nurses, counselors, dietitians, outreach workers, medical secretaries, and other administrative staff. We always place every client at the center of our approach to care, based on their needs. We address these needs through integrated clinical and wellness care and health education.

It's an exciting time to be joining DCHC, while we are embarking on an energizing path with a focus on making our biggest impact yet on the health of Durham community members by diversifying, expanding, and leveraging our Strategic Plan, Theory of Change, Brand, Client Stories and Resources.

Position Overview

The Procurement Lead will be responsible for overseeing the procurement process, ensuring that all goods and services are acquired at the best possible price and quality. You will work closely with various departments to understand their needs and develop procurement strategies that align with the company's goals.

The Procurement Lead will also ensure the organization's insurance policies align with organization's needs and risks, manage renewals, negotiate terms, identify opportunities, and manage insurance records for audit and compliance purposes.

This role will also involve negotiating contracts, managing supplier relationships, and ensuring compliance with all relevant regulations and policies.

If you are a strategic thinker with a passion for procurement and a commitment to excellence, we would love to hear from you.

Key Responsibilities:

Procurement Management

- Assist with effectively and efficiently managing DCHC's procurement needs for business continuity. Ensure an updated sourcing management framework plan exists within the organization.
- Support the Agency in removing ineffective and inefficient procurement practices at the organization and identify opportunities for economies of scale across DCHC and provide analysis, recommendations, and cost implications.
- Develop and manage relationships that benefit DCHC with cost efficiencies, partnerships and/or volume-based benefits; ensure proper records management of all procurement related records
- Follow approved RFP/RFQ practices and help ensure this is practiced across the organization
- Inform staff of changes in procurement policies, processes, and any changes in vendor relationships.
- Process purchasing following broader public sector procurement directives and organizational policies.
- Provide input and guidance to staff or departments seeking to develop new vendor relationships for their respective operational needs with the support of the manager.
- Maintain accurate procurement records and track all procurement activities.
- Prepare and maintain purchasing files, reports, and price lists
- Expedite solutions with suppliers regarding issues like cost overruns, quality, backorders, and missed deliveries.
- Lead inventory counts and provide periodic reports for decision-making.
- Track, monitor, and maintain PO deliveries, coordinating changes with minimal impact on operations.
- Manage and maintain inventory levels to ensure adequate supplies are available at all times.
- Implement inventory control procedures to minimize waste and excess inventory.
- Ensure appropriate employees are aware of DCHC's policies and processes as it relates to Procurement or Insurance.
- Support special projects or initiatives as assigned.

Insurance Management

- Effectively and efficiently manage DCHC's insurance needs for business continuity.
- Ensure organization's insurance policies align with organization's needs and risks
- Manage renewals, negotiate terms with insurance brokers and identify opportunities.
- Maintain insurance records for audit and compliance purposes, and deliver on special initiatives as assigned

Key Qualifications:

- Bachelor's degree in Business Administration, Supply Chain Management, or a related field.
- Minimum of 3-5 years of experience in procurement or supply chain management, preferably in a non-profit and/or health care setting.
- Knowledge of healthcare procurement regulations, compliance, and software tools.
- Knowledge of and experience complying with the Broader Public Sector Accountability Act regarding procurement processes.
- Understand of tendering processes, such as: RFQ, RFP, and RFI.
- Experience in building and managing supplier and broker relationships.
- Experience negotiating policies and identifying insurance requirements to mitigate organizational risk and responsibility.
- Ability to develop and implement procurement strategies.
- Demonstrated experience in budget management.
- Ability to identify and mitigate risks.
- Strong organizational and time management skills.
- Strong negotiation and contract management skills.
- Excellent communication skills.
- Ability to work under pressure and meet tight deadlines.
- Experience using and implementing procurement management systems.
- Proficiency in Microsoft Office Suite.
- Strong decision-making skills.
- Ability to stay up-to-date with industry trends and best practices, with a commitment to continuous improvement.
- Must have valid driver's license and regular access to a vehicle to travel in between sites, as required.

Full vaccination against COVID-19 is mandatory for this position (DCHC will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human right protected ground).

Application Process:

- 1) If you are interested in being considered for this position, please submit a cover letter and resume outlining your qualifications and expectations by email to recruiting@durhamchc.ca. This position will remain posted until filled.
- 2) While we thank all applicants for their interest in applying, only those qualified and considered for an interview will be contacted. All applicant submissions will be kept on file for six months, for future consideration.
- 3) All applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the

email address provided on their resume. As an applicant, it is your responsibility to ensure that you check your email regularly.

- 4) All positions are subject to the successful completion of the following pre-employment conditions for all external hires: Reference Checks; and Criminal Background checks (including Vulnerable Sector Screening).

Durham Community Health Centre is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. Accessibility: If you have accessibility needs and require alternate formats or other accommodations, please contact Human Resources at 905-723-0036, or by email to recruiting@durhamchc.ca. **Durham Community Health Centre, and staff are dedicated to creating an inclusive environment that welcomes diversity.**

