

Job Posting

Position: Buyer
Department: Purchasing
Reports to: Purchasing Manager
Location: Corporate Head Office – downtown Toronto
Status: 11 month contract – with an end date of January 2013
Posting: 333

Plexxus provides leading edge business support solutions to Ontario's health care sector. It is owned by 11 member hospitals: Bloorview Kids Rehab, Lakeridge Health, Mount Sinai Hospital, North York General Hospital, Rouge Valley Health System, St. Joseph's Health Centre, The Scarborough Hospital, Sunnybrook Health Sciences Centre, Toronto East General Hospital, University Health Network (with Toronto Rehab) and Women's College Hospital.

Plexxus is a not-for-profit shared service organization with a mandate to provide supply chain as well as transactional finance, human resources and payroll services to member healthcare organizations. The objectives of Plexxus are to improve service levels and maximize non-clinical efficiencies, resulting in savings for members that can be reinvested in direct patient care. Plexxus embodies values that reflect a commitment to excellence. These include: *A focus on results while delivering value, acting with integrity and respect, inspiring our people, being flexible and responsive, and finding innovative solutions for our customers.*

Plexxus is now positioned to enable efficiencies by implementing SAP financial and supply chain software applications at Plexxus and our member hospitals. The implementation of an SAP platform across our member hospitals will enable us to also provide additional transactional services in the areas of finance, human resources and payroll services.

The incumbent will be responsible for supporting, performing and managing key functions of Order Entry, Match Audit, Filing, maintaining purchasing related databases and other duties as assigned. The individual must be reliable, focused, and able to provide a high level of customer service to the end user. The individual should possess the skills to problem solve, be a team player and contribute significantly to the Plexxus Purchasing team.

Accountabilities:

- Responsibility for the order entry of requisitions received from the customer base and generating purchase orders
- Responsibility for file maintenance and providing information regarding purchasing policies and procedures to the customers and suppliers
- Manage "Match Audit", liaise with the customer base, Accounts Payable, Receiving, Buyers and Suppliers to resolve discrepancies on the weekly Match Audit reports
- Review and verify material and service requests from customers. Issue purchase orders to effectively purchase equipment, material and services at the lowest overall cost consistent with satisfactory performance, quality and service
- Process orders for material and services in a timely and efficient manner to ensure that deadlines are met. Recommend opportunities for long term supply agreement(s) to the manager.
- Resolve problems, expedite orders and coordinate repairs and returns
- Resolve and manage "Open Purchase Orders"
- Provide reports on project development updates as required
- Assist in maintaining adequate departmental coverage to ensure departmental standards met

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- Obtain quotes, prepare recommendations and conduct analysis
- Assist with completion of various reports assigned by the management team
- Maintain daily order requisition log and distribute requisitions accordingly
- Provide administrative support for RFx receipt process

Qualifications:

- Minimum one to three (1-3) years experience in a purchasing environment preferred
- Demonstrated commitment to continuous improvement and providing a high level of customer service
- Experience in administering terms and conditions of purchase orders and formal contracts desirable
- Ability to organize, control and coordinate a variety of activities in a fast paced, team oriented environment
- Knowledge and experience in materials provisioning and an understanding of business and legal issues an asset
- Excellent communication and analytical abilities
- Mathematical aptitude and proficient PC skills
- Adaptable and flexible to take on new responsibilities as assigned by the manager
- Basic knowledge of SAP desirable

Education:

- University degree/College diploma in a related discipline an asset.
- SCMP/PMAC designation, completed or in progress preferred

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