

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL  
INTERNAL JOB POSTING  
CUPE 2021-117**

**DATE POSTED:** OCTOBER 21, 2021

**DEPARTMENT:** STORES

**POSITION:** BUYER  
PERMANENT FULL TIME

**SUMMARY OF DUTIES:**

The Buyer is responsible for effective execution of the procurement process for supplies, services and capital equipment for Perth and Smiths Falls District Hospital in accordance with Broader Public Sector Guidelines (BPS) and best business processes. The Buyer is the day to day liaison between the equity member hospitals and 3SO for procurement related issues. In collaboration with the 3SO Strategic Sourcing & Procurement team, assists in the development of cost containment, product standardization, vendor consolidation and other supply chain management strategies that maximize value while ensuring that qualitative standards are maintained.

This position can be successfully performed remotely, with occasional attendance on site for meetings.

Performs functions in an exceeding high stress environment, using electronic tools (ie phone, MS teams, Zoom, and other platforms) while meeting the demands of the users/care givers, meeting time deadlines and dealing with constant interruption and changing priorities

Interacts remotely with a diverse group of professional, technical and service personnel, both internal and external to the hospital

**MANDATORY QUALIFICATIONS:**

- Post secondary education in a related field
- Currently enrolled in PMAC program, Level 3 completed
- 3-5 years recent experience in a purchasing environment in a computerized business environment, preferably healthcare
- Microsoft Office Suite (Intermediate Level)
- Successful Completion (minimum 85%) of Supply Chain Test for Supply Chain Staff Working knowledge of the aspects of the Materials Management Function (i.e. Principles of Buying and Inventory Control)
- Ability to process information, organize and prioritize tasks, exercise sound judgement and work without direct supervision in a team environment.
- Able to establish and maintain positive working relationships with all levels of customers and colleagues.
- Ability to work as part of an integrated team in conjunction with accounts payable logistics, Contract Procurement Specialist, and 3SO staff.

**PREVIOUS EXPERIENCE REQUIREMENTS:**

- 3-5 years recent experience in a purchasing environment in a computerized business environment

**SALARY:**

\$24.922 - \$25.571 - \$26.220 - \$26.857 - \$27.505

**SHIFT:**

Days (subject to scheduling change as per Management Rights Article G.01 of the CUPE Collective Agreement)

**CLOSING DATE :** OCTOBER 27, 2021 AT 4. P.M.

Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.

Applications shall be submitted via email to [hr@psfdh.on.ca](mailto:hr@psfdh.on.ca)  
quoting the job posting number listed above before 4:00 pm on the closing date.