



JOB POSTING

Position: Purchase Price Improvement Savings (PPIS) Coordinator
Department: Finance
Reports to: Supervisor, PPIS Reporting
Location: Toronto
Status: 12 month contract
Posting #: 210

Plexxus provides leading edge business support solutions to Ontario's health care sector. It is owned by 12 member hospitals: Bloorview Kids Rehab, Lakeridge Health, Mount Sinai, North York General, Rouge Valley Health System, St. Joseph's Health Centre, The Scarborough Hospital, Sunnybrook, Toronto East General, Toronto Rehab, University Health Network, 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.

The PPIS Coordinator will be working on assignments including but not limited to:

Accountabilities:

- Analysis of purchase order data and verification of alignment with financial system data
- Database uploads and updates
- Consistent review of database to identify and resolve issues and ensure data integrity is maintained
- Data and/or financial analysis as required
- Support other team members as needed

Qualifications:

- Two years working experience (including co-op placements)
- Strong detail orientation and proven accuracy in working with data
- Questions unreasonable data; proven ability to understand how data links within the system
- Balances the attention to detail with the ability to meet deadlines; self motivated, shows initiative
- Demonstrates awareness of team activities and work linkages
- Familiarity with business terms (unit of measure, purchase order, product codes)
- Intermediate MS Excel skills; basic MS Access skills

Interested candidates please apply by resume to careers@plexxus.ca. While Plexxus thanks all applicants, we advise only those who qualify for an interview will be contacted. At Plexxus, we are committed to diversity and equitable opportunity for all individuals.

Posting Date: August 9, 2010

Closing Date: August 20, 2010