



Job Description

Position: Category Specialist – Strategic Sourcing Initiatives
Department: Strategic Sourcing
Reports to: Manager, Strategic Sourcing
Location: Toronto
Status: Permanent Full-time

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 New 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.

We are searching for a Category Specialist to work in our Toronto office. The Category Specialist is broadly responsible for developing and issuing the following:

- Manage specific strategic sourcing initiatives across some or all of our Member hospitals, driving cost savings and process efficiencies
- Initiatives will be in key category segments within a project management environment
- Oversee the Requests for Proposal, Requests for Quotation and Requests for Information process in conjunction with team members
- Negotiate contracts in conjunction with internal and external stakeholders
- Execute and manage agreements, incorporating the principles of best value while exhibiting sensitivity to hospital objectives and ensuring mutually beneficial solutions for Plexxus Member hospital and suppliers
- Identify new opportunities for cost or process savings or increased service levels, including leading change initiatives and improving the overall "value chain" through strategic sourcing
- Develop key strategies to enhance relationships with suppliers and customers



- Provide leadership and support to all team members and projects as required
- Facilitate multidisciplinary committees in the development of sourcing strategies
- Implement sourcing strategies, including managing, monitoring and reporting on supplier performance

Candidate Qualifications:

- Five to seven years' experience in strategic sourcing and commodity management, including proven expertise working with a defined strategic sourcing process/methodology
- Ability to drive category contract initiatives with vendors and internal and external stakeholders
Three to five years contract negotiation experience
- Demonstrated negotiation and meeting facilitation skills
- Demonstrates commitment to providing a high level of customer service, with an acute understanding of the customer and their needs; utilizes sound judgment and decision making
- Proven experience in administering terms and conditions of purchase orders and formal contracts, including knowledge of contract templates and legal terminology
- Excellent process/project management skills
- Knowledge and experience in procurement
- Excellent communication skills combined with excellent analytical abilities and mathematical aptitude
- Demonstrated experience in supplier relationship management and supplier qualification
- Proven team player
- Experience with MS Word, Excel, Contract Management software and Purchasing software
- Post secondary education or equivalent combination of education and experience

Core Competencies:

- **Strategic Business Thinking** – ability to understand business implications of decisions and to improve company performance
- **Customer Focus** – genuine desire to meet customer needs and expectations, and to teach others to do the same
- **Organizational Awareness/Alignment** – ability to understand and manage the power relationships in Plexxus and in other organizations (e.g. Members, suppliers), including ability to define real decision makers



- **Relationship Building** – works to build or maintain effective relationships with internal and external stakeholders whose cooperation is important to present or future success
- **Impact and Influence** – ability to persuade or convince others through use of effective interpersonal, communications, negotiations and presentation skills
- **Self Confidence**
- **Organizational Commitment** – ability and willingness to align one’s own behavior with the needs, beliefs and values of the organization
- **Flexibility** – genuine desire to be flexible and accepting of change

Interested candidates please apply by resume and cover letter to careers@plexxus.ca. While Plexxus thanks all applicants, only those who qualify for an interview will be contacted.

At Plexxus, we are committed to diversity and equitable opportunity for all individuals.