



Posting #:	2022-68-1111
Position:	Supply Management Coordinator (SMC) – Permanent Full Time
Department:	Operations
Location:	Trillium Health Partners – Mississauga Hospital
Posted:	November 11, 2022
Deadline:	November 25, 2022

DOES A HIGHER PURPOSE ORGANIZATION INSPIRE YOU?

If yes, come and experience a company that directly impacts patient care. Shared Services West (SSW) delivers value to our member hospitals, customers and communities by leading integrated and innovative supply chain services.

Established in 2001, Shared Services West is a not-for-profit shared services organization with expertise in supply chain management, process optimization, and redevelopment planning. Working collaboratively with our stakeholders, we deliver cost-efficient services with a focus on innovative solutions. As a company, we represent family ethos. We are proud of our values and our culture, which are at the heart of our company. They set the standard for how we behave and work.

IS THIS YOU?

If you are a service-driven individual with a passion for healthcare and directly supporting patient care - this is an excellent opportunity for you. If you pride yourself in your ability to assess and respond to customer needs, enjoy a fast-paced environment, and you value being a part of a great team, apply for this opportunity.

JOB SUMMARY

The Supply Management Coordinator (SMC) is responsible for inventory management of medical-surgical supplies in specialty areas including the Operating Room. Under the direct supervision of the SSW-THP Logistics Manager, and in collaboration with the hospital clinical team, the SMC's role is to ensure timely ordering and receiving of supplies; coordinating medical device replacement, repairs and service; coordinating evaluation of new/substitute items with clinical experts; and updating associated materials management systems.

PRIMARY RESPONSIBILITIES

The primary duties and responsibilities include, but are not limited to:

Inventory Management

- Ordering and distribution of materials & supplies based on the department schedules and needs.
- Overseeing inventory levels, usage patterns and organization of supply locations.
- Developing tools and other process improvements related to standardization, stock management and replenishment.
- Taking appropriate action for product recalls and alerts as per SSW and hospital policies.
- Working with vendors, sale reps, and SSW stakeholders to resolve backorders.
- Accurately maintaining Materials Management database. (ex. SYFT, Meditech).
- Facilitating equipment repairs and service with internal departments and external vendors.

Communication

- Frequent communication with vendors, SSW departments, and hospital clinical staff.
- Notifying appropriate personnel of back orders and expected ship dates.
- Routine communication with data and purchasing teams to update pricing and other product related information in materials management systems.
- Immediate escalation of any issue that may impact patient care.

**Customer Satisfaction**

- Establishes and maintains effective working relationships with Halton Healthcare management, patients, residents, customers, employees, contractors, suppliers and the community to ensure customer satisfaction.
- Demonstrate an exceptional experience for customers.

Work Experience and Educational Requirements

- Minimum of 3 years of working experience in purchasing administrative capacity.
- Electronic inventory management experience, use of computers and barcode scanning.
- College diploma or Certificate in a related supply management field.
- SCMP, P. Log or other inventory related designation an asset.

Work Environment

- Primary Office location – Mississauga Hospital
- Office hours are generally 7:00 AM to 3:00PM (with some flexibility), Monday to Friday
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Occasional travel between other Trillium hospitals (Credit Valley & Queensway)

SSW EMPLOYEES ENJOY:

- Competitive compensation
- Option to join one of the top pension plans in Ontario (Healthcare of Ontario Pension Plan-HOOPP)
- Employee & Family Assistance Program (EFAP)
- Flexible environment
- Professional development opportunities

For the health and safety of our staff and the staff of member and customer hospitals that we support directly, SSW requires new hires to be fully vaccinated against COVID-19. Healthcare workers are at increased risk of getting COVID-19 due to the nature of their job. Since SSW staff work closely and often directly with the essential frontline workers, the vaccine gives an added layer to protect ourselves and our hospital staff against COVID-19. Supported medical accommodation requests will be considered as required by law.

To apply, please email your resume to careers@ssw.ca indicating the **position title** and **posting #** in the subject line. We thank all applicants for their interest in Shared Services West. Only qualified candidates selected for interviews will be contacted. If contacted for an interview, please inform us should any accommodation be required.