
Posting #: 2021-62-0609
Position: Business Development Coordinator, Permanent Full Time
Department: Redevelopment, Data, and Operational Readiness (RDO)
Location: Remote or Burlington, Ontario
Posted: June 09, 2022
Deadline : June 23, 2022
Salary Range: \$50,000-\$60,000

DOES A HIGHER PURPOSE ORGANIZATION INSPIRE YOU?

If yes, come and experience a company that directly impacts patient care. Shared Services West (SSW) adds *Value* to our member hospitals and customers in support of Health Care Excellence by providing leadership in integrated and innovative service delivery.

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 of People First, Commitment to Excellence, Champions of Change, and Working Together, which are at our company's heart. They set the standard for how we behave and work.

IS THIS YOU?

If you enjoy learning and seeking new opportunities, you have a proven ability to identify opportunities for growth, and you have a knack for understanding diverse stakeholder needs, this is an excellent opportunity for you. Individuals who take pride in the success of their organization, value being part of a great team, and can navigate ambiguity will thrive in this position.

ABOUT REDEVELOPMENT, DATA, AND OPERATIONAL READINESS (RDO)

SSW's Redevelopment, Data, and Operational Readiness (RDO) department consists of four core teams:

- 1) Redevelopment
- 2) Data Management
- 3) Business Intelligence
- 4) Operational Readiness

These four areas represent unique centres of excellence at SSW, providing a wide range of project and operational support for SSW's customers. These projects and services are very diverse and quickly evolve to meet the needs of our customers and demand areas in the market.

PRIMARY RESPONSIBILITIES

Reporting to the Director of RDO, the Business Development Coordinator is responsible for developing and executing processes to enable the company to increase our service footprint into new business areas and markets. In order to accomplish the responsibilities below, the candidate must have excellent communication skills and business acumen to fully understand the unique users' requirements and be able to structure them into meaningful outcomes.

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

- Develop and implement a program for external communications, including marketing strategies as applicable
- Find and assess leads for new business opportunities
- Implement and maintain a lead tracking system with accompanying outcomes and measures
- Prepare and deliver presentations to senior leadership, as applicable
- Work with project teams to assess potential future business opportunities resulting from ongoing customer projects
- Assist in updating project plans and materials for adaptability to broader audiences
- Lead onboarding process for new SSW customers, insuring all relevant operational areas are engaged
- Meet with RDO leadership regularly to understanding needs and develop plans for emerging opportunities
- Provide support with development and approval of customer agreements
- Other related duties as assigned

POSITION REQUIREMENTS

Education

- Post-Secondary education, preferably in business or healthcare
- MBA or PMP certification is an asset
- Bachelor's Degree in Communications or Marketing an asset

Work Experience

- Minimum 2 years of proven experience in communications or business development
- Experience in Supply Chain Management or healthcare environment is an asset.

Knowledge and Skills

- Demonstrated experience in business development or external communications
- Knowledge of project management techniques and tools
- Advanced MS PowerPoint and MS Office skills
- Strong aptitude for learning new software and technologies
- Understanding of Supply Chain Management and budgeting is an asset

Personal Skills

- Highly organized with excellent time management
- Highly motivated, analytical, and stakeholder focused
- Collaborative and a team player
- Comfortable navigating ambiguity
- Proactive and continuous improvement mindset
- Problem-solving and investigation skills
- Excellent written and verbal communication skills, as well as confident with strong ability to deliver presentations
- Strong attention to detail
- Proven ability to manage multiple and competing projects in a deadline-driven environment

WORK ENVIRONMENT

- Remote or Office location – Burlington, Ontario, Canada (8:30 am-4:30 pm).
- Travel is occasionally required for the purpose of meeting with clients and stakeholders (in the GTA)
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

SSW Employees enjoy:

- Competitive compensation.
- One of the top pension plans in Ontario (Healthcare of Ontario Pension Plan-HOOPP).
- Flexible environment.
- Family feel culture.
- Pet-Friendly office

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. As part of the initial recruitment process, selected candidates will be asked to complete a Job Description Feedback form. Please note that this does not guarantee advancement to the next step in the recruitment process. 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