



**North Eastman Health Association Inc.
Job Description**

Director, Materials Services

Position Summary

The Director, Materials Services is a member of the support services management team and is responsible for effective and efficient operation of the regional materials management services. Primary responsibilities are procurement, warehousing, and distribution of supplies, as well as responsibility for the Regional Courier and Fleet Vehicle services. The Director, Materials Services functions in accordance with NEHA's Mission, Vision and Values, policies and procedures and any applicable legislation.

Reports To: Vice President, Finance & Support Services

Location: ISS/ Materials Services/ Payroll Services
Hwy 302 South - Beausejour

Supervisory:

- Purchasing Assistant
- Receptionist/ Purchasing Clerk
- Intersite Courier

Union: Non Union

Qualifications:

Education and Experience

- Completion of Health Services Management Program at RRC or Business Administration Diploma from a recognized Community College.
- Completion of Purchasing Management Association of Canada (PMAC) development program.
- Several years related experience, preferably in the healthcare industry.
- Several years supervisory experience.
- Or an acceptable combination of equivalent education and experience in healthcare Materials Management.
- Demonstrated excellent computer skills in Microsoft Office.
- Demonstrated excellent skills in Great Plains Momentum Materials Management software program is essential.

Knowledge, Skill and Abilities

- Knowledge and experience in group purchasing, warehousing, distribution and inventory control.
- Knowledge and experience in developing and monitoring purchasing and materials management policy and procedures.
- Ability to maintain positive working relationships with vendors, management personnel and staff.
- Demonstrated ability in contract negotiation with suppliers and other agencies.
- Demonstrated managerial ability.
- Demonstrated communication abilities, both written and oral.
- Demonstrated ability to analyze complex situations and environments and produce innovative solutions.
- Experience in employee and labor relations.
- Good physical and mental health to meet the demands of the position.
- Self motivated and team building.
- Ability to maintain an efficient and effective regional materials management services program for warehousing, distribution and inventory control to optimize cost and quality of services and products.

Duties and Responsibilities:

1. Directs the regional Materials Services program, including the regional warehouse and regional courier service.
2. Coordinates the procurement functions in purchasing of supplies, equipment, office furnishings, and services for the region.
3. Issues and signs, under the direction of VP of Finance and Support Services, Purchase Orders for procurement purposes.
4. Prepares and receives documents for Request for Proposal, Request for Quotation or Tender.
5. Negotiates and awards contracts for supplies, equipment and services by optimizing suitability, price, service and quality.
6. Participates in the RHAMPP tender process and negotiation with vendors on a provincial basis.
7. Monitors vendor performance and quality of goods and services received.
8. Standardizes, wherever possible, goods and services in the region.
9. Optimizes inventory level for cost, distribution, and utilization.
10. Assists in preparing and analysing annual equipment planning.
11. Liaisons with vendor, client, management personnel and staff to foster positive working relationships.
12. Coordinates & manages Fleet Vehicles for the region.
13. Coordinates shredding services for the region.
14. Conducts employee performance appraisals.
15. Participates, in consultation with VP of Finance & Support Services, in departmental, regional and external committees.
16. Compiles and submits monthly indicators in PMRS.
17. Maintains Quality/Risk Management Standards on all aspects of procurement, materials management, client services and vendor relations.
18. Performs other duties as may be assigned.

Workplace Safety and Health:

- Provides a safe environment by ensuring adherence to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

Patient Safety:

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date