



**NORTHERN
HEALTH REGION**

*A Culturally Diverse
Organization*

CAREER OPPORTUNITY

Purchaser

LOCATION: Thompson, MB

FACILITY: Thompson General Hospital

SUMMARY

Under the direction of the Manager, Materials Management, the purchaser is responsible to ensure that proper processes are followed throughout the region. The incumbent is involved in all aspects of procurement in a health care setting and is responsible for a group of commodities requiring technical and product knowledge. The incumbent is responsible for purchasing materials, equipment and services for clinical and operations departments aiming to assure the supply of items for business continuity, product quality, delivery times and pricing accuracy. The incumbent acts as a liaison between vendors and end users regarding product concerns. The Purchaser assists with improving and maintaining the efficiency of the department, performance of any clerical duties and assists in projects affecting the department as required.

QUALIFICATIONS

- Grade 12
- Business Administration degree/ diploma
- Enrolment in recognized Purchasing Certification/ Designation Program (Proof of 'Member in Good Standing' required)
- Must have a valid Manitoba Class V driver's license
- Minimum five (5) years progressive experience in related roles
- Three (3) years' experience working in a computerized office environment
- Courses in medical terminology, product acquisitions, public purchasing, management distribution and inventory management would be an asset
- Intermediate to Advanced proficiency in Microsoft Office
- W.H.M.I.S. certification

JOB POSTING NUMBER	TH-2020-255
DEPARTMENT	Materials Management & Logistics Services
JOB STATUS/FTE	Permanent / 1.0 FTE
ANTICIPATED SHIFT	Mon-Fri; Days
TERM (if applicable)	NA
HOURLY WAGE RANGE	\$20.499 - \$23.765
UNION AFFILIATION	CUPE (UFCW Collective Agreement)

FULL JOB DESCRIPTION AVAILABLE ON REQUEST

Northern RHA strives to have a diverse workforce in an inclusive and accessible workplace, which provides opportunity for reasonable accommodation.

Indigenous applicants are encouraged to self-declare when submitting applications & resumes.

We thank all candidates for applying. Only those selected for interview will be contacted.

For more information or to apply, please contact:

Lori Rasmussen, Recruitment Officer

867 Thompson Drive South, Thompson, MB, R8N 1Z4

Fax: 204-778-1477 Email: recruiteast@nrha.ca

Local: 204-778-1455 or Toll Free: 1-866-758-7871

www.northernhealthregion.ca

CLOSING DATE: November 11, 2020