



POSITION DESCRIPTION

POSITION TITLE: Procurement Specialist

RESPONSIBLE TO: Chief Information Officer

GENERAL ACCOUNTABILITIES:

The Procurement Specialist serves as a champion of the Vision and Mission and promotes an environment that is consistent to the Health Centre's Statement of Values and Principles. The Procurement Specialist is an essential member of the client-centred health professional Team. The Procurement Specialist will work with the other members of the Health Centre's teams to effectively and efficiently serve Health Centre clients through traditional, non-traditional and innovative approaches to service delivery within the broad determinants of health framework. The Procurement Specialist will assist the Chief Information Officer in the implementation of strategic information technology and Information management solutions to improve client care and public accountability.

SPECIFIC ACCOUNTABILITIES:

(1) Sourcing and purchasing

- Review purchase requisitions, confirm specifications and budget approval, and issue purchase orders.
- Identify and evaluate suppliers on price, quality, delivery, financial stability and sustainability.
- Prepare and run RFQs, RFPs and tenders; analyze bids and recommend awards.
- Negotiate pricing, payment terms, delivery schedules and contract conditions.

(2) Supplier and contract management

- Build and maintain strong relationships with key suppliers.
- Track supplier performance against agreed KPIs (on-time delivery, quality, cost) and lead corrective action.
- Draft, review and renew supplier contracts with Legal; monitor expiry dates and compliance.
- Work with CIO to conduct vendor of records processes via Request for Proposals (RFP) or Request for Quote (RFQ).
- Resolve issues such as late deliveries, damaged goods, invoice discrepancies and returns.

(3) Cost and Risk Management

- Identify cost-reduction opportunities through consolidation, alternative sourcing and value analysis.
- Monitor market trends, commodity prices and supply risks, and recommend mitigation plans.
- Ensure purchases comply with company policy, delegation of authority and applicable regulations.

(4) Administration and Reporting

- Maintain accurate records in the procurement system.
- Match POs, receipts and invoices, and work with Accounts Payable to resolve exceptions.
- Produce reports on spend, savings, supplier performance and open orders.
- Work with Finance, Operations and other departments to forecast demand and plan purchases.
- Maintain accurate records of hardware and software inventory, licenses, and contracts.
- Generate reports on procurement activities, costs, and vendor performance.
- Provide regular updates to management on procurement status and potential risks.

- (5) Procurement Process Management
 - Develop and implement efficient procurement processes for hardware, software and services Acquisitions.
 - Ensure compliance with organizational policies, industry regulations, and best practices.
 - Oversee the entire procurement lifecycle, from requisition to delivery and deployment.
- (6) Quality Assurance
 - Develop and implement quality assurance processes for procured hardware and software.
 - Work with technical teams to conduct testing and validation of equipment and applications before deployment.
- (7) Lifecycle Management
 - Develop and implement a hardware and software lifecycle management strategy.
 - Monitor warranties, licenses, and support agreements to ensure timely renewals or replacements.
- (8) IT Asset Management
 - Maintain an inventory of IT assets, including computers, peripherals, and software licenses for all IT partner organizations.
 - Coordinate asset procurement, deployment, and retirement.
- (9) Perform other duties as assigned.

QUALIFICATIONS:

- (1) Bachelor's degree or college diploma in Supply Chain Management, Business Administration, or a related field.
- (2) 3+ years of hands-on experience in procurement, purchasing or sourcing.
- (3) Proven experience running competitive bids and negotiating with suppliers.
- (4) Strong problem-solving and critical-thinking skills, with the ability to empathize with customers and address their needs effectively.
- (5) Working knowledge of contract terms, Incoterms and procure-to-pay processes.
- (6) Experience with an ERP or e-procurement system.
- (7) Strong Excel skills (pivot tables, lookups) for spend and bid analysis.
- (8) Attention to detail and accuracy in handling customer inquiries and data entry.
- (9) Knowledge Project Management
- (10) Flexibility to work non-standard hours or weekends as needed to support customer needs.
- (11) Clear written and verbal communication, and the ability to manage multiple priorities and deadlines.

EXPERIENCE:

- 1) Minimum 2 years of direct work experience in purchasing and accounting environment.
- 2) Demonstrated ability to work independently and collaboratively in a team setting.
- 3) Innovation - Identify progressive solutions that improve service, teamwork, efficiency, and/or effectiveness.
- 4) Teamwork - Be a part of the whole; support each other positively

I understand the requirements, essential functions, and duties of the position.

Date

Revised: October 2026