



Manager - Purchasing and Stores

Competition #: 11-ML-11, Closing date: 2011-09-02

Permanent, Full-time, Days - 7.75 hours

Start date: To Be Determined

Portage District General Hospital, [Portage la Prairie](#)

Job Description/Responsibilities

Reporting to the Regional Lead of Materials Management, the Manager-Purchasing and Stores is responsible for Materials Management at the two (2) distribution centers: Portage District General Hospital (PDGH) and Boundary Trails Health Centre (BTHC). This includes the purchasing, storing, and distributing of supplies for various on and off site facilities in Regional Health Authority – Central Manitoba Inc. (RHA Central). The incumbent is also responsible for the management and development of staff as well as the negotiations of regional contracts for Capital and supplies in consultation with Regional Health Authorities of Manitoba Purchasing Program (RHAMPP).

Qualifications

- Diploma from an accredited college in business administration or allied field
- Graduate or currently enrolled in an appropriate certification program (PMAC, APICS, CIM or CPIM)
- Two (2) years previous experience in Supply Chain Management with a focus in purchasing and contract negotiations
- Minimum three (3) years of managerial experience
- Advanced proficiency in Microsoft Office Applications and computerized order processing software
- Previous experience with MS Dynamics GP (Momentum) is considered an asset
- Previous experience in Health Care is considered an asset
- Other combinations of education and experience may be considered
- Possess a valid Drivers License Class 5 and access to a reliable vehicle
- Demonstrate RHA Central Core Competencies and / or Management & Leadership Competencies
- Good work and attendance record

If you are interested in applying for this position, please send your cover letter and resume to:

Holly Leost

Regional Director Aboriginal Employment

180 Centenaire Drive

Southport, MB R0H 1N0

Fax: 1-204-428- 2782 or

Online at: www.rha-central.mb.ca (under careers)

For more information about careers in RHA Central Manitoba
please contact Holly Leost at:

Tel: 1-204-428-2756 or

Tel: 1-800-742-6509