

## JOB OPPORTUNITY

JOB TITLE: FULL-TIME BUYER  
JOB REF NO: 25-2017  
DEPT: SUPPLY CHAIN  
SITE: CORPORATE (LAVERENDRYE GENERAL HOSPITAL)  
UNION / NON: NON-UNION

### QUALIFICATIONS:

- Community College Diploma or Certificate
- Preferred Certification: PMAC (Purchasing Management Certification)
- Courses in purchasing or materials management and related experience
- Minimum three (3) years purchasing experience.
- Technical proficiency in the understanding of purchasing, logistics and supply chain management processes.
- Demonstrated proficiency in the operation of computers and computer software applications (ie: Microsoft Word, Excel, Purchasing software).
- Demonstrated high level of accuracy and attention to detail.
- Demonstrated ability to work effectively as a team player.
- Seeks out new opportunities to improve quality and productivity.
- Dependable, competent and able to carry out responsibilities effectively.
- Physically capable of performing the essential duties of the job.

### RESPONSIBILITIES:

Responsible for providing support to the Supply Chain Supervisor in managing the purchasing of goods and services, including supplies, services and capital equipment, for hospital, long term care and community services to maximize value and foster positive working relationships with managers, clients, vendors and regional partners; and providing guidance, information and support to all departments with purchasing issues.

Interested and qualified candidates are invited to submit their resume and Employment Application form by using one of the following options:

1. Email to: [Human.Resources@rhcf.on.ca](mailto:Human.Resources@rhcf.on.ca)
2. Fax to: 807-274-2898 Attention: Human Resources
3. Mail or hand deliver to: Human Resources, 110 Victoria Avenue, Fort Frances, ON P9A 2B7

Resumes accepted for consideration on our advertised positions must quote the job reference number along with the job title. We wish to thank all applicants, however, only those invited for an interview will be contacted directly.