



The Saskatchewan Association of Health Organizations (SAHO) is a non-profit, non-government association providing a wide range of programs and services for more than 140 member agencies throughout the province.

Specialist Materials Management Services

www.saho.org

The Saskatchewan Association of Health Organizations requires a full-time Specialist in its Materials Management area. The Specialist will work with a team to coordinate and implement procurement processes and contracts within a provincial health care procurement program. The Specialist will be responsible for working effectively with key health region stakeholders and external partners, including other provinces and national group purchasing organizations.

The ideal candidate will possess:

- A university degree or college diploma in a relevant area, plus a minimum of three years progressively responsible experience in a health care materials management environment, or five years in another suitable procurement environment, supplemented with PMAC/NIGP courses;
- Demonstrated experience in development of RFPs/tenders, evaluation of proposals and development and/or critique of contract documents;
- Strong organizational, prioritization, facilitation and communication skills;
- A high level of self-motivation with a customer service focus;
- Experience with an automated materials management contract system;
- Effective use of MS Office Suite and related software, with the ability to learn relevant purchasing programs, including the contract management system.

Apply in confidence, by March 25, 2011 to Suzanne Boudreau, Project Lead, Shared Services Procurement Project, SAHO, 800-2002 Victoria Avenue, Regina, SK S4P 0R7 or email careers@saho.org

Prior to being offered the position with SAHO, the successful candidate will be required to undergo a criminal record check.

SAHO thanks all applicants; however, only those candidates selected for interviews will be contacted.