



**Position Number:** 206546-67  
**Position Available:** Analyst, Supply Chain  
**Status:** Regular Full-Time (1.0 FTE)  
**Department:** Purchasing  
**Union:** Non-Union  
**Shifts:** Monday - Friday  
**Rate of Pay:** \$76,908.00 - \$96,154.50 annually  
**Posting Date:** March 21, 2025  
**Closing Date:** April 21, 2025

### **About Joseph Brant Hospital:**

Joseph Brant Hospital (JBH) is a full-service hospital located in the growing and thriving community of Burlington, Ontario, serving more than 185,000 residents in Halton, Hamilton, Waterdown, Flamborough, Milton and Stoney Creek. JBH is honoured to be recognized as one of Hamilton Niagara's Top Employers since 2015, with a skilled team of approximately 200 physicians, 2,000 employees, and more than 300 volunteers.

JBH is a Clinical Education site in conjunction with McMaster University, and is designated as an Academic Community Teaching Hospital. JBH is also a partner member of the Burlington Ontario Health Team (BOHT). JBH is deeply committed to providing exemplary care and living the hospital's core values of Compassion, Accountability, Respect and Excellence.

JBH also inspires and empowers a culture of caring and this is demonstrated in many ways including our commitment to the health, safety, and wellbeing of our people. For more information, visit [www.josephbranthospital.ca](http://www.josephbranthospital.ca).

### **Position Summary:**

The Supply Chain Analyst will support the Procurement team with procurement process support, contract monitoring/analysis, systems and database maintenance, purchase order related problem solving such as invoice discrepancy or shipping/receiving issue resolution, and support the development, testing and training of new processes and systems. This role is responsible for the accuracy, standardization and maintenance of item and vendor dictionaries and acts as a key liaison with Mohawk Medbuy and Group Purchasing Organization partners. The Supply Chain Analyst will provide systems/data support for contract updates, product conversions and month end inventory closes processes. The role will also support Meditech access request processing, and provides both technical support and guidance to staff regarding systems and process issues.

### **Responsibilities:**

- Collaborate with internal and external partners to support the procurement and contracting process with administrative and analytical deliverables
- Work alongside Purchasing and Logistics teams to ensure vendor compliance with contract terms and conditions, hospital commitment and compliance, cost control or savings opportunities, hospital usage/spend reporting and contract implementation
- Ensure active and expired product and service contracts are administered appropriately
- Update and maintain contract management system to ensure data is complete, accurate and current
- Provide analytical reporting, supply chain dashboards and key performance indicators
- Review requests for new items and new vendor set ups for accuracy and omissions
- Responsible for pricing and data integrity and maintenance regarding vendors, standardization, nomenclature and omissions in Meditech
- Reconciliation of product changes/reactivations/in-activations
- Product conversion updates, item master and vendor dictionary database maintenance
- Create and maintain Standard Operating Procedure documents for all work routines across the Purchasing department
- Liaison with end users for data reconciliation or other Purchasing related matters

- Participate in the development and rollout of Supply Chain educational material for staff training purposes
- Other duties as assigned

**Qualifications:**

- Undergraduate degree, college diploma or equivalent (eg. Supply Chain, Business or Commerce)
- 3-5 years of experience in a supply chain environment (healthcare experience preferred)
- Experience with full Microsoft Office suite, with high Proficiency in Excel, Word and Access
- Experience in Meditech MM Module routines, reports and dictionaries
- Supply chain or logistics designation would be considered an asset, e.g. CSCL, CPPB, P.Log, CCLP
- Ability to review, synthesize, compare and summarize complex procurement or contractual documents
- Ability to prioritize tasks and be able to shift focus or reprioritize in a fluid environment
- Excellent interpersonal, verbal and written communication skills
- Excellent analytical skills, ability to think critically, and detail oriented
- Self-motivated in performing all duties/position responsibilities with strong problem solving skills
- Comprehensive understanding of lean principles preferred (e.g. lean certification)
- Intermediate leadership competencies (teamwork, communications, innovative thinking)
- Demonstrated commitment to lifelong learning

To be considered for this exciting opportunity please visit the [JBH Careers page](#) to apply. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Joseph Brant Hospital is committed to an equitable and inclusive culture where everyone thrives and feels that they belong. One of the pillars of our Diversity, Equity and Inclusion framework is to enable our people and patients to flourish by removing barriers. In compliance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA), accommodations are available during the recruitment and selection process and throughout employment.

Please help us meet our commitment to providing an inclusive and barrier-free environment by letting us know if you require accommodation. Contact Human Resources for confidential assistance at [careers@josephbranthospital.ca](mailto:careers@josephbranthospital.ca) or at 905-632-3737 ext. 4129.

Please include the posting number in the subject line of any email correspondence to enable appropriate assistance.