



Senior Buyer

Ambulatory Centre - Richmond Hill

Richmond Hill, ON

CA\$82K - CA\$96K / yr

Full-time

Vision, medical, life, dental

Job description

Reporting to Director, Procurement and Contract Management, the Senior Buyer is responsible for coordinating the procurement activities of the company. The incumbent will be responsible for gathering information related to contract costing, analysis and statistical reporting. In addition, the Senior Buyer will ensure that the company's Procurement policies and procedures are followed, and contracts are being utilized within assigned areas of responsibility.

Key Duties & Responsibilities:

- Verify pricing via direct and Group Purchasing Organization (GPO) contracts, ensuring that pricing is current, and data is accurate through the Meditech Materials Management Module
- Facilitate the tendering process, liaise between the vendors and the end users
- Responsible for assessing the complexity of the procurement initiatives, determine cost effective procurement strategies, risk management and recommending the best approaches
- Responsible for the development of bid specifications, solicitations, coordinate meetings, provide analysis and associated documentation required for the RF(x) in collaboration with the Centre's department and managing the end to end of the procurement process
- Works with vendors to obtain product information and alternate products

- Performs contract maintenance by monitoring and evaluating buying decision rationale, contract values and expiry dates
- Build and maintain strong relationships with key suppliers, monitoring performance and addressing any issues. Collaborate with stakeholders to manage inventory levels and optimize stock levels
- Maintain familiarity with and understanding of the Company's medical and non-medical supplies, equipment and services to better assist department managers and/or end users
- Ensure the quality of goods and services received from suppliers meets the Company's standards. This will include the issue of Purchase Orders and the collaboration with Logistics and Finance for any receiving or invoicing issues
- Lead the training for end-users and approvers in Meditech
- Utilize market data, analytics and benchmarking tools to effectively assist stakeholders in supply chain decisions
- Identify new opportunities for standardization and consolidation of goods and services
- Proactively anticipate customer service needs, go extra mile for end users to ensure that they have the required information and a firm understanding of the purchasing process. Respond promptly to request and follow-up as needed.
- Conduct special projects as assigned and lead process improvement projects
- Guide and assist end-users to adhere to the company's Purchasing Policies and Procedures

Corporate Responsibilities:

- Participate in all mandatory training requirements and work in compliance with the Occupational Health and Safety Act and Regulations, company Policies and Procedures, as well as established industry guidelines
- Be responsible for and ensure that all staff supervised are trained and work in compliance with the Occupational Health and Safety Act and Regulations, company Policies and Procedures, as well as established industry guidelines

Skills and Qualifications:

- Post-secondary diploma or degree in Business Administration or related field, or an equivalent combination of education and experience
- Certified professional purchasing designation or working towards obtaining a certified professional purchasing designation such Certified Supply Chain Management Professional (CSCMP) or Certified Supply Chain Leader (CSCL) designation would be an asset
- 5 years of relevant experience in procurement activities
- Familiarity with Meditech Materials Management Modules
- Excellent working knowledge of the Microsoft Office suite
- Excellent analytical and communication skills (verbal and written)
- Must have sense of process ownership, take accountability for actions and flexibility to multi-task and prioritize regularly.
- Organizational, planning and project management skills to lead procurement projects
- Strong problem-solving and negotiation skills
- Experience ensuring compliance, including exceptional communication skills to notify if requests are contravention of applicable policies and procedures and recommend the best course of action
- Interpersonal and team collaboration skills to build strong working relationships with clients and peers
- Proactively anticipate customer service needs, go extra mile for end users to ensure that they have the required information and a firm understanding of the purchasing process. Respond promptly to request and follow-up as needed
- Guide and assist end-users to adhere to the company's Purchasing Policies and Procedures

Company Description

Schroeder Ambulatory Centre is a non-profit medical facility dedicated to enhancing the quality of life for Ontarians through accessible, outpatient healthcare. Opening in late 2025, the Centre will offer a comprehensive range of clinical, diagnostic, and surgical services in alignment with its mission to reduce pain, improve mobility, and streamline healthcare delivery.

In collaboration with hospital and academic partners, Schroeder Ambulatory Centre aims to strengthen public health capacity and drive innovation in care, ensuring a more efficient and compassionate healthcare experience for the community.

Join Our Team!

Join a team that's dedicated to improving lives every day. If you're driven, caring, and ready to grow, apply now and submit your resume via ZipRecruiter!

Link to this position: [139 Senior Buyer Jobs \(NOW HIRING\) in Richmond Hill, ON - ZipRecruiter](#)