



Preview
Employment Opportunity
3sHealth
OOS

Applicants selected for interviews will be contacted

Administrative Assistant, Provincial Contracting

Posting #:	GO-00567811
Position #:	079218
Posted Date:	June 05, 2019 17:00 CST
Closing Date:	June 16, 2019 23:59 CST
Type:	Temporary Full Time
City/Town:	Regina
Facility:	3sHealth
Department:	Provincial Contracting
Expected Start Date:	July 02, 2019
Expected Up To Date:	October 31, 2019
FTE:	1.0
Shift Information:	
Hours of Work:	37.50 hours per 1 week rotation
Salary or Pay Band:	Salary and benefits as per terms and conditions of employment
Number of Positions:	1

3sHealth provides province-wide shared services to support Saskatchewan's health system. Working together with health system partners, 3sHealth finds innovative solutions to complex problems so that health care will be sustainable for future generations. 3sHealth places patients and their families at the centre of all that it does, working with partners to improve quality and ensure patient safety. 3sHealth provides payroll and scheduling services, employee benefits, dictation and transcription services, linen services, provincial contracting, and transformational services to the Saskatchewan health system

Job Summary:

The Supply Chain team at 3sHealth is looking for an Administrative Assistant/Coordinator to assist in all activities and phases of the provincial contracting process and contract management. As a shared services organization, 3sHealth leads the procurement efforts for goods and services on behalf of the health system. We are a progressive, forward thinking company and were named one of Saskatchewan's Top Employers for three years in a row. If you are looking for a position with an exceptional company that values it's employees, we want to hear from you! Our collaborative work environment and commitment to continuous improvement sets us apart from the rest.

The Administrative Assistant will contribute to the effective organization and operation of the department by:

- Assist with coordinating and preparing information and documentation to complete the contracting process (product data, RFx and contract documents, etc.);
- Preparing, formatting and distributing all department correspondence, reports, and meeting minutes;
- Updating and maintaining department databases;
- Managing lower complexity agreement processes, as appropriate;
- Proactively contributing to and implementing continuous improvement initiatives; and
- Assisting with other general administrative and support activities (i.e. organizing meeting and managing meeting logistics).

Experience:

- Minimum of three to four years of experience in an office environment, providing administrative support.
- Experience in procurement and/or contract management would be considered an asset.

Qualifications:

Knowledge, Skills & Abilities

- Ability to be flexible and willing to adapt to change in workload and priorities
- Ability to demonstrate a high degree of attention to detail and accuracy
- Ability to identify root cause of issues and develop/recommend solutions.
- Ability to manage time and set personal goals and priorities to achieve department results.
- Ability to understand customer needs and identify improvement opportunities
- Ability to work efficiently and effectively as part of a cross functional team.
- Commitment to client service, teamwork and collaboration.
- Intermediate knowledge of Microsoft Office Suite
- Must be a competent writer and ability to communicate with peers and customers sufficiently to meet work objectives

Other Information

- Knowledge of lean processes would be considered an asset

Additional Text:

This position may have a possibility for extension beyond October 31, 2019.

To be considered for this position, all applicants must submit a cover letter and resume.

Prior to commencing employment with 3sHealth, the selected candidate will be required to complete a criminal record check.