



Job Code: 9680

Grade: 22

HCWR: N

Job Title

Senior Supply Chain Category Specialist

Department

Supply Chain

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Senior Supply Chain Category Specialist is responsible for proactively reviewing contracts, amendment opportunities, and vendor performance to assist Leadership with the contracting process and next steps. The Senior Supply Chain Category Specialist will collaborate with clinical and non-clinical service line leaders to align Sourcing efforts and policy initiatives for Cook County Health (CCH).

Typical Duties

- Reviews scope of services and business purpose or need from user departments and works with Leadership to ensure Supply Chain has all information necessary to begin the contracting process
- Remains current on emerging trends to provide critical information regarding the most beneficial procurement method that may influence the direction of each procurement
- Specializes in a specific category (Clinical/Temp Labor, Non-Clinical/Purchased Services/Temp Labor, Lab/Pharmacy, Capital) and understands the competitive market, vendors, products / services, costs, benchmarks, and value in the category
- Performs and manages strategic sourcing activities (i.e. . . . , develop contract strategies, conduct RFIs / RFPs, manages category and supplier management programs, and manages Group Purchasing Organization (GPO) contracts)
- Coordinates with Supply Chain Leadership to identify and source alternative contracts.
- Establish and develop ongoing relationships with vendors and service line leaders as the main point of contact for Supply Chain contracting needs
- Collaborates with internal and external stakeholders to coordinate required documents and information for the contracting process (e.g., Women and Minority Business Enterprise (WMBE) requirements, Supply Chain Management processes and forms, Electronic Disclosure Statement (EDS) forms, etc.)
- Supports user departments in managing vendor performance by incorporating user department feedback in vendor business performance reviews, tracking and monitoring compliance against contract language, and informing future sourcing strategies and documents
- Coordinates with Leadership to ensure vendor compliance with contract terms and initiates actions to review the contract if conditions or vendor performance are not met
- Conducts spend and market analysis, submits reports, and identifies opportunities for improved pricing throughout CCH and present findings to the Supply Chain Leadership
- Performs related duties as assigned



Minimum Qualifications

- Bachelor's degree from an accredited college or university
- Three (3) years in strategic sourcing, procurement, or contracting
- Proficiency using Microsoft Office (Excel and Word)

Preferred Qualifications

- Bachelor's degree in healthcare, business administration, supply chain, clinical discipline, or closely related field
- Three (3) years in strategic sourcing, procurement, or contracting in a healthcare setting
- Experience in ERP Supply Chain applications, and DocuSign or Contract Lifecycle Management (CLM) system

Knowledge, Skills, Abilities and Other Characteristics

- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups.
- Strong decision-making skills to determine RFP requirements, contract terms and recommend solutions.
- Strong customer service skills.
- Demonstrated analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills.
- Ability to work with cross-functional teams (e.g., Value Analysis).
- Ability to interpret and comprehend complex contract conditions and identify potential liabilities and areas for improvement.
- Ability to prioritize, plan, and organize projects and tasks.
- Ability to adhere to department policies and standards utilizing best practices.
- Ability to train by presenting concepts and demonstrating tasks.
- Ability to perform accurate and reliable mathematical equations and estimates.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

