

Director Contracts

JOB SUMMARY – Responsible for negotiating industry leading national agreements for the group purchasing organization in the area of facility operation and construction. Objective is to ensure best in class industry pricing and contract terms and conditions.

Position's key area of focus will be sourcing initiatives that are primarily categories with medium to high spend, complexity, risk and sensitivity. Position may have some responsibility for other types of categories for the purposes of development and workload allocation.

Individual is a seasoned negotiator with in-depth knowledge and experience in contract negotiations and understanding of contract terms and conditions. Individual must be able to use best practices and knowledge of internal or external business issues to improve contract portfolio. Individual exercises judgment in selecting and/or adapting methods for obtaining solutions - taking a new perspective on using existing solutions to solve for complex problems.

Individual demonstrates project leadership for back office team members (finance, contract administration, etc.).

SUPERVISOR – Assistant Vice President, Strategic Sourcing Energy & FIS

SUPERVISES – None

DUTIES (included but not limited to):

Project Management:

Ability to independently plan and execute project timelines for assigned categories, with minimal oversight.

Must have:

- Demonstrated level of organizational ability and attention to detail
- Ability to translate objectives into project planning priorities, create and manage work plans and timelines for multiple projects and priorities, and finalize negotiations in the time-frame designated for the project
- Ability to be highly efficient and productive, demonstrating high volume of contracts/categories handled without sacrificing on quality.

Category Knowledge:

Understanding or aptitude to learn the product categories assigned and how end-users interface with the products.

Understanding or demonstrated ability to learn in-depth aspects of portfolio:

- Product features and benefits
- Product comparisons between supplier offerings
- Operational impact to provider
- Future product pipe-line and impact on market
- Interpretation of current and new FDA 510k filings
- Understanding of cost drivers (direct and indirect)
- Interpretation and use of market information provided by global sourcing team, plus ability on own to interpret raw materials that impact products and interpret raw material indices.
- End-user groups and sensitivities they have towards the products

Supplier Knowledge:

Individual must know and be able to use knowledge about supplier to develop strategies, create leverage, mitigate risks, anticipate direction of the market and potential supplier direction.

Includes, but not limited to:

- Interpret of Supplier SEC filings, annual reports, or analyst reports
- Discuss future product pipelines with suppliers
- Review current or future technology, including representation of CoreTrust at supplier and/or provider site-visits
- Investigate new supplier entrants to market
- Understand the multi-business unit supplier and how they will leverage their capabilities

Strategy Development, Validation, and Risk Mitigation:

Develops the contract strategy, formulates a clear vision and articulates steps to achieve the negotiation objectives.

The individual must work closely with customer IDNs (clinicians, physicians, and high-level executives) to develop a strategy that aligns with customer needs/requirements, and meets objectives of the group-purchasing organization. The strategy must be presented and approved by CoreTrust senior leadership.

Strategies must contemplate a variety of complex considerations. Individual must develop a strategy that manages and hedges risk to achieve the desired outcome. The individual must be adept at reading situations and adapting strategies or negotiations as necessary throughout the sourcing process.

Sourcing Process:

- Thorough understanding and accountability for the sourcing process for their assigned portfolio. Including market research, bid preparation, RFI, Strategy Development & Validation, RFP, Contract Negotiations, and contract launch.
- CAP category strategies and final awards must be presented and validated by customer-led Advisory Boards and a customer-led, executive-level Supply Chain Board.
- Individual's board presentations must be well prepared, concise, and articulated clearly. Individual must consistently deliver a dynamic presentation that captures the audience's attention and delivered with enthusiasm/passion. Individual must be able to guide the audience to the desired end result.

Supplier and Customer Relationship Management:

Supplier:

- Oversee supplier relationship during the sourcing process. Participate in supplier business reviews and review new products/technologies as they arise in assigned categories.
- Build strong relationships with senior level supplier contacts.

Customer:

- Build strong customer relationships through frequent interaction (all levels, including executive).

Other:

- Representing CoreTrust at small-to-medium sized industry events, or other organizational projects with Suppliers and Customers.

Communications:

Communications are primarily focused on effective and efficient communications with internal stakeholders and suppliers, but includes frequent communication to customers.

Major communications include:

- Facilitate conversations with internal functional team during project kick-off to gather feedback, opinions, and alignment of resource needs to meet contracting initiative timelines
- Communication of bid process, negotiation status, agreement on terms, financial proposal concerns and other matters with supplier and internal team
- Engaging customers through one-on-one conversations to articulate business strategy and resolve customer specific issues/concerns with contracting strategy or outcome.
- Interfacing with key supply chain executives and end-users in a live environment presenting and/or gaining commitment (advisory boards and supply chain board). Capable of securing desired outcomes through persuasion and influence.

Collaboration:

Collaboration required with functional team throughout sourcing process:

- With legal staff on development and finalization of contract
- With financial analysts on assessing supplier proposals
- With board leads on meeting with advisory boards
- With contract analysts on product/price loading of awarded agreements
- With portfolio specialists and communications on contract launch/implementation
- With account management in their customer-facing duties related to the portfolio
- With customers and their supply chain/executive leadership

Financial & Operational Goals:

- Meet/exceed financial & operational goals in the annual contracting plan.

Policies & Procedures:

- Maintain timely achievement of all assigned sourcing initiatives ensuring activities adhere to all established policies and procedures and standards of business conduct.

Customer Service:

- Resolve supplier and/or customer issues, as escalated by Portfolio Specialist.
- Maintain strong customer relationships and build trust and respect by consistently meeting or exceeding customer expectations. Customers are internal and external.
- Work with CoreTrust audit team to assist and facilitate engagement and finalization of audit projects.

Change Management:

- Act as a champion for business process change, organizational change, and cultural change. May include leading process improvement or training initiatives.

KNOWLEDGE, SKILLS & ABILITIES

- Must have strong analytical skills with the ability to create or interpret potentially complex financial models
- Maintain grace under pressure while displaying a high level of professionalism

- Align internal and external resources to achieve objectives
- Pay attention to details
- Work effectively as part of a team
- Comprehend, and interpret complex instructions, proposals, and contract language
- Identify problems independently and demonstrate creativity in developing alternative solutions and recommendations
- Quickly comprehend the desired end-result, goal or objective as communicated by executive management and take action to accomplish
- Solid knowledge of all MS Office Products, proficient in the use of Excel, Word and Powerpoint.
- Excellent oral, written communication skills, and presentation skills. Polished presentation skills are required as the position will interface with suppliers, customers and represent CoreTrust at industry events

EDUCATION

- Accredited College Bachelor's Degree required (Supply Chain, Healthcare, Business, Finance)

EXPERIENCE

- 7+ years of relevant work experience preferred. Ideal candidate will have experience in strategic sourcing and negotiating a variety of contracts in the area of facility operations and construction. Candidate must have demonstrated success in managing equivalent or similar responsibilities.
- Strategic sourcing
- Contract negotiation
- Contract management
- Supply chain operations
- Healthcare knowledge is preferred

CERTIFICATE / LICENSE

- N/A

PHYSICAL DEMANDS/WORKING CONDITIONS – Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports. Requires lifting papers or boxes up to 5 pounds occasionally. Work is performed in an office environment. Work may be stressful at times. Contact may involve dealing with angry or upset people. Staff must remain flexible and available to provide staffing assistance for any/all disaster or emergency situations.

OSHA CATEGORY – The normal work routine involves no exposure to blood, body fluids, or tissues (although situations can be imagined or hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids). Persons who perform these duties are not called upon as part of their employment to perform or assist in emergency care or first aid, or to be potentially exposed in some other way.