

**CAPE FEAR VALLEY MEDICAL CENTER
POSITION DESCRIPTION**

TITLE: Purchasing Agent Contract Analyst

DEPARTMENT NAME: Purchasing

JOB CODE: 930 29

CLASSIFICATION: EXEMPT

JOB SUMMARY:

Supply chain operations analyst for Medical Services to include inventory optimization, order processing and facilitation of new product requests through Value Analysis process. Analyzes, researches, and negotiates pricing for stock, non-stock, institutional supplies, parts, and equipment. Must have exceptional people skills and the ability to communicate effectively with hospital technical staff and physicians

JOB RELATIONSHIPS:

Responsible to:

Nature of supervision received:

Positions Directly Supervised:

MAJOR JOB FUNCTIONS:

The following is a summary of the major essential functions of the job. The incumbent may perform other duties, both major and minor, that are not mentioned below; and specific functions may change from time to time.

1. Effectively solicits and/or negotiates pricing with vendors for parts, supplies, services, and equipment. Ensures accurate pricing is entered on purchase orders and facilitates accurate pricing in item master files.
2. Places orders for supplies, parts, services, instruments, and equipment with appropriate suppliers, distributors, or manufacturers within 24 hours of receipt of requisition; utilizing MMIS item numbers as appropriate.
3. Responsible for performing complex data extraction, and analysis from internal and external systems to support communication of information.
4. Monitors contract compliance utilizing MMIS reports. Advises Value Analysis Director when contract compliance is in jeopardy.
5. Displays expert level knowledge of GPO contracts and coordinates pricing updates with Contract/Bid Analyst or Purchasing Agent. Displays competency utilizing GPO contract web site.
6. Understand Category strategies and assists Supply Chain Service Line Managers in executing strategies.
7. Displays great passion in coming up with innovative ideas to reduce cost with the minimum expectation set at 2 times the savings to the salary level.
8. Actively participates in all value analysis task teams supporting all of the Value Analysis teams. Understand GPO Myspend and Premier Reports and is fluent in using them to prepare initiatives for VAT team consideration.

9. Engages stakeholders proactively to improve in any areas of quality, service or cost with Supply base.
10. Maintains documentation of cost savings related to supply activities and cost savings initiatives of Supply Chain Services.
11. Understand electronic requisition at a high level and be able to train and assist any customers on how to use the system.
12. Reconciles invoices within 24 hours with accounts payable when discrepancies occur assuring that hospital policy is followed.
13. Performs other job-related duties as assigned.

QUALIFICATIONS:

The following qualifications, or equivalents, are the minimum requirements necessary to perform the essential functions of this job:

EDUCATION AND FORMAL TRAINING:

High school diploma is required. Bachelor's degree program business administration, finance or related field preferred. Experiential equivalency considered.

WORK EXPERIENCE:

Two or more years as a as a buyer or purchasing agent, preferably in a healthcare delivery system. Experience working with clinical and/or financial data helpful.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Must be able to selectively communicate critical information. Knowledge and ability to apply principles, theories and processes to operational management. Ability to understand technical and medical terminology as they relate to products used. Must possess strong organizational skills and successfully execute goals by successfully **following through** on commitments. Must have strong data analytical skills using Microsoft Excel and Access. Ability to multi-task and work well within the team is important as many projects may be going on simultaneously .

PHYSICAL REQUIREMENTS:

Hearing and verbal ability to communicate is required. Visual acuity for use with computer systems and printed reports is required. Manual dexterity is required for use with computer keyboards

Approved by:

MANAGER/TITLE

DATE

Reviewed by Employee:

EMPLOYEE SIGNATURE

DATE