



Tehsakititsén:tha

Kateri Memorial Hospital Centre

P.O. Box 10, Kahnawake, QC J0L 1B0

Tel: (450) 638-3930 Fax: (450) 638-4634

www.kmhc.ca

Internal/External Job Opportunity

Kateri Memorial Hospital Centre is located in the vibrant Mohawk Territory of Kahnawake. We have a 73-bed inpatient facility in a homelike environment and extensive outpatient services. KMHC is dedicated to strengthening the health and well-being of Onkwehshon:'a (people) and providing quality health and preventative care services.

POSITION	Purchasing Officer Indeterminate Full-Time (35 hours per week)
JOB SUMMARY	The Purchasing Officer directs requisitions, purchases and stores supplies, materials and equipment for Kateri Memorial Hospital Centre (KMHC). He/she is responsible for developing various supplier relationships, negotiating for materials and services, developing purchasing standards, performance measurements and developing procedures that correspond to current purchasing issues.
REQUIREMENTS	Post-Secondary Diploma or Certificate in Business Administration/Accounting or High school diploma with three (3) to five (5) years of job-related experience and/or training
SALARY	In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 5312, Group 501: Echelon 1: \$26.51 to Echelon 9: \$32.44 per hour, depending on experience
DEADLINE	Friday, October 16, 2026
APPLICATIONS	<u>Please submit a complete application package which includes:</u> ✓ Completed Application Form ✓ Resume ✓ Letter of Intent ✓ Proof of Educational Requirements

You can find the following documents on www.kmhc.ca/careers:

- Job Description
- Application Form

Submit applications to:

kmhc.hr.kahnawake@ssss.gouv.qc.ca

*Please note that preference will be given to Indigenous candidates.
Incomplete submission packages will not be considered.*

****Only selected candidates will be contacted.***

Posted: October 2, 2026



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Kateri Memorial Hospital Centre

TITLE:	Purchasing Officer Group 501 Code 5312
DEPARTMENT:	Finance
SUPERVISOR:	Manager of Finance
STATUS:	Indeterminate Full-Time
EFFECTIVE DATE:	May 1999
REVISION DATE:	October 2025

JOB SUMMARY

The Purchasing Officer directs requisitions, purchases and stores supplies, materials and equipment for Kateri Memorial Hospital Centre (KMHC) through the Material Management System (MMS). He/she/they are responsible for developing various supplier relationships, negotiating for materials, developing purchasing standards, performance measurements and developing procedures that correspond to current purchasing issues.

RESPONSIBILITIES

- Ensures that all departments have adequate supplies and equipment to meet their needs and specifications
- Keeps accurate records of each department's supply activities
- Acts as the contact with all sales persons and suppliers
- Provides support to all KMHC departments in the purchasing process
- Complies with and abides by all KMHC's Policies and Procedures
- Has attitudes and behaviors which assure the provision of safe care and services
- Is vigilant and takes responsibility to ensure a safe environment for all
- Declares all risk situations, near misses or accidents that are witnessed or discovered on KMHC premises

DUTIES

- Orders, receives, and verifies supplies and equipment used by KMHC through MMS
- Maintains an inventory, verifies quantities of medical and non-medical supplies
- Stores all supplies according to departmental requirements
- Prepares and maintains procurement records on items or services purchased, costs, delivery, purchase orders, product quality or performance, reliability of services and inventories
- Conducts a physical inventory count as per perpetual calendar
- Seeks sources and alternates sources of supply through directories, Internet, manufacturers, organizations, etc. (*Searches out and maintains the best suppliers and services available*)
- Communicates and negotiates with vendors to obtain best pricing
- Assist and collaborate with departments on specific needs, selection of materials, supplies including furnishing prices, available products and sources of supply

- Ensure departments receive their requisitioned supplies
- Provides training and guidance to replacement personnel
- Coordinate with accounts payable to resolve invoice problems
- Receives goods and equipment
- Perform other job duties as assigned
- Assists in purging of expired products and disposal of obsolete equipment
- Attends training, workshops and conferences for professional or personal development as agreed to by the supervisor
- Maintains the immediate workspace
- Responds in accordance with the KMHC Emergency Response Plan
- Participates as a standing member on the RQMC Equipment Sub-Committee, whose role is to evaluate and standardize products
- Attends Risk and Quality Management Committee meetings on an ad hoc basis
- Attends Preventative Maintenance Committee meetings on an ad hoc basis

EDUCATION/EXPERIENCE

- Post-Secondary Diploma or
- Certificate in Business Administration/Accounting or
- High school diploma plus three (3) to five (5) years of job-related experience and/or training

SKILLS AND REQUIREMENTS

- Ability to analyze, and interpret general business periodicals, technical procedures or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information, written and verbal, and respond to questions from managers, employees and business representatives in a courteous manner
- Ability to calculate figures and amounts such as discounts, interest, and commissions, proportions, percentages, area, circumference and volume
- Ability to apply concepts of bookkeeping and accounting
- Ability to interpret and prepare reports
- Excellent written and oral communication skills
- Strong problem solving and analytical skills focused on decision making
- Strong time management
- Strong computer skills
- Strong organizational skills
- Ability to work independently and in a team setting
- Strong understanding of a procurement cycle

Physical Demands:

The employee is frequently required to sit, stand, walk, talk or hear

The employee must occasionally lift and/or move heavy supplies/equipment

The employee is required to use hands, fingers, handle or feel objects, tools, or controls

Specific vision abilities required by this job include close vision and ability to adjust focus

Other Qualifications:

Must have own vehicle

Knowledge of the Mohawk language, culture and history an asset

Ability to assume initiative

Knowledge of French language an asset

The employee shall perform the services outlined in the above job description, including any related or incidental duties and responsibilities that may be assigned to him/her at any given time.

Incumbent

Date

Manager