



JOB DESCRIPTION

Position Title	Department	Reports to
Contract Portfolio Analyst – Clinical	Contracting	Director of Clinical Contracting
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	September 2022

DEPARTMENT SUMMARY

The Contracts Department works in conjunction with HPS staff, HPS Advisory Committees, and other key stakeholders. The Contracts Department is responsible for evaluating, negotiating, and awarding products/services/equipment bids and other value-added services based on committee decisions and guidance with an emphasis on the value to the entire HPS Membership.

POSITION SUMMARY

The Contract Portfolio Analyst is responsible for the communication of all contract activities with business partners and members through the utilization of technology and other available resources.

ESSENTIAL RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Maintains and follows the new/renewed contract process; developing new contracts and program offerings as needed.
- Gains and maintains a knowledge base of specified contract programs including new/changes/deletions.
- Responsible for overseeing contracted vendor-partner relationships. Some key responsibilities include but are not limited to; scheduling meetings, discussing marketing strategies to help grow contracts, data analysis, collaborate with other team members and teams to co-host Member Committee meetings, creative thinking skills to expand the contracts portfolio and to help develop new processes.
- Prepares, maintains and assists in ongoing development of Advisory Committees as assigned in areas of responsibility (AOR).
- Stays abreast to the process to achieve best price available through regional programs. This includes but is not limited to LOCs, LODs, and/or other forms. Update forms as needed.
- Communicates pertinent information to member(s) and staff. This includes but is not limited to Contract changes, LOC status, LOC resigns, contract information, promotions, etc.
- Assists in development of presentations and event planning to Members and/or vendors.
- Creates, proofs, and maintains all contracts, price lists and other related forms pertinent to the Contracts Department.
- Supports members, vendors and HPS staff Requests for Information. Responds and resolves issues on regional and national contracts and/or other value added service or service line.
- Develops strategies with vendors to grow regional and national volume. This includes but not limited to limited-time offering, special promotion(s), new program offering, vendor/HPS website, etc.

- Creates call reports with pertinent information to improve contact history for all staff.
- Schedules appropriate vendor meetings to establish business relationships and enhance value of contract(s) and Contract Program offering.
- Prepares proposal documents and assists in preparing final value analysis to the Advisory Committee.
- Gains knowledge on utilization of all HPS technology tools. This includes value added services tools.
- Analyzes HPS Members for compliance to contracts/programs.
- Establishes business relationships with:
 - HPS Vendors
 - HPS Members
 - Contracts Department(s) and/or other staff
- Travels as needed.
- Other duties as assigned.

LEVEL OF AUTHORITY:

- Resolves issues on regional and national programs and /or other value added services as assigned.
- Signs letters, contracts and extension letter(s) on behalf of HPS, related to contracts.
- Assists with negotiations of HPS contracts.
- Assists management with business partner data requests and appointments.

EDUCATION & EXPERIENCE

- Bachelor's degree preferred.
- 4 + years of experience in supply chain management, purchasing or related field.
- Ability to investigate and negotiate opportunities to enhance the position of HPS.
- Proficient in Microsoft Office Suite.

COMPETENCIES

- **TEAMWORK:** Effectively interacts with people by being able to share and receive information that supports team goals.
- **CUSTOMER SERVICE:** A desire to serve others by focusing efforts on listening and responding effectively to questions, providing services, and evaluating customer satisfaction.
- **COMMUNICATION:** Ability to effectively receive and express ideas, both written and verbal; using clear and concise vocabulary and active listening skills.
- **DETAIL ORIENTATION:** Pay attention to detail, accuracy and completeness.
- **PLANNING AND ORGANIZING:** Ability to set priorities and allocate resources properly in order to effectively achieve work responsibilities and objectives.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Average Daily Physical Requirements	Frequency
Work in stationary position	Frequent
Move about work area	Occasional
Use hands/fingers to handle or feel	Frequent
Reach with hands and arms	Occasional
Climb (stairs/ladders) or balance	Never
Bend, stoop, kneel, crouch, or crawl	Never
Communicate with others	Frequent
Move objects up to 30 pounds	Occasional
Visual acuity	Frequent
Read and understand written word	Frequent
Drive or travel	Occasional
Operate computer and general office machines	Frequent
Operate machines or material handling equipment	Never
Work Environment	Office Setting

NOTE

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. HPS reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon HPS' at-will employment status.

COMPANY PROFILE

hpsgpo.com

Established in 1949, HPS is a group purchasing organization that provides competitive contracts/pricing on essentially everything our Members need to operate their organizations. Our Members have a direct impact on the communities they serve and are largely in the education, senior living and medical fields. In addition to our core contract offerings, we provide dealership pricing on furniture, finishes and equipment, which is complemented by interior design services.

Our mission is to help our Members realize their goals and financial objectives. This includes savings on cost of goods, reduced time staff needs for procurement, reduced transaction costs with prime vendor relationships, and expert knowledge on market costs and trends. Last fiscal year we grew to nearly 4,900 Members in 36 states and the District of Columbia. The volume through our contracts was more than \$1.1 billion last fiscal year; our membership grew by 2.5 new Members each business day last fiscal year.

HPS offers a competitive salary, bonuses and comprehensive benefits package.

Email your cover letter and resume to jobs@hpsgpo.com.