



Director of Group Purchasing Contracting HPS

The HPS Contracts Department is responsible for evaluating, negotiating and awarding products/services/equipment bids with an emphasis on the value to the HPS membership. The management role within the Contracts Department includes the communication of all Contracts activities with business partners through the utilization of technology and other available resources. This position is full time and will be located at our Middleville, Mich., corporate office and report to the Vice President of Contracting and Business Development.

General Responsibilities

- Supervision of the Contract Portfolio Analyst and the Contract & Data Associate staff.
- Responsible for the direction and growth of all Contracting, and operations of Contracting Department, with an emphasis on the Regional Portfolio and its growth in all Markets.
- Monitor dollar volume report process for HPS
- Monitor submission of Contracts marketing information to Member Development Staff for value input and interest to HPS Members.
- Monitor top volume Contracts usage by membership in all classes of trade.
- Maintain and grow business relationships with business partners.
- Seek opportunities for growth with Members and business partners.
- Maintain representation of Members on all Advisory Committees.
- Increase volume and participation of HPS Regional Contracts for all Members.
- To provide support in planning, direction, management and coordination of materials related functions in support of HPS' mission and vision.
- To provide assistance to the Vice President of Contracting and Business Development in meeting operational and fiscal objectives.
- Develop and promote HPS' five Areas of Focus: 1. Membership Maintenance and Growth, 2. Positive Culture, 3. Enhanced Teamwork, 4. Accountability and 5. Better Communication.

Requirements

College education required, with bachelor's degree in business-related studies preferred. Self-starter with ability to work without supervision. Willingness to travel. Knowledge of Microsoft Office Suite software and the internet. Minimum five years' supply chain management experience considered, and procurement, healthcare preferred

Company Profile

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 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. The volume through our contracts was around \$850 million last fiscal year; our membership has grown 21% in the past five years. HPS offers a competitive salary, bonuses, car allowance and comprehensive benefits package.

To apply, please submit your resume with cover letter to jobs@hpsgpo.com. Include "Director" in the subject line.

hpsgpo.com