
Procurement Manager (FT, exempt) December 2021

Organizational Summary: Global Links is a non-profit dedicated to improving health in communities with need. For 30+ years, Global Links has been collaborating with partners to improve health for vulnerable populations by sharing surplus rescued from the US healthcare system to support health programs globally and locally.

Global Links affirms our foundational commitment to diversity, equity, & inclusion. These important themes are at the forefront of our minds and our work and are woven throughout all we do. Respect for all people and the environment guides our mission. We recognize everyone has value and deserves to be included equally. We recognize everyone is our neighbor and we are dedicated to helping all people live with dignity, independence, mobility and in good health. Global Links is an equal opportunity employer and actively seeks diverse candidates.

Job Summary:

This position leads our surplus rescue and strategic purchasing efforts and reports to the Director of Development & Strategic Partnerships. This position's primary responsibility is to engage and build relationships with U.S. healthcare facilities, corporations, vendors, the general public & other entities to procure targeted materials to support the organization's medical aid programs.

This position is responsible for identifying opportunities for efficient and effective surplus rescue through the cultivation of relationships with new and established stakeholders. This includes senior administrators, nursing leadership, environmental service personnel, materials & facilities managers, sustainability leaders, seniorcare, homecare and hospice workers, biomedical engineers, physicians, etc.

This position also manages strategic purchasing of medical materials to supplement our surplus inventory. This manager will develop Global Links' procurement strategy; will supervise a program associate; and is a member of our development and operations teams.

Duties and Responsibilities:

- Proactively build a network of hospital/healthcare contacts within target markets
- Identify, evaluate, and educate new and established surplus recovery partners
- Manage surplus rescue guidelines and protocols to best meet the needs of our humanitarian programs.
- Manage in-kind donation offers from healthcare partners, corporations, and other institutional donors.
- Lead in-kind donor & vendor engagement & cultivation in coordination with development strategy and team.
- Manage and promote growth of surplus rescue initiatives to meet projected demands within medical aid programs.
- Present our work to healthcare & corporate leadership and other stakeholders through effective presentations, training sessions, networking, conferences, etc.
- Regularly report on & recognize surplus rescue efforts to build relationships with in-kind donors.
- Document surplus rescue and vendor contacts in Salesforce.

Purchasing

- Lead purchasing cycle: research vendors; secure estimates/bids; negotiate pricing & sales terms; cultivate vendor relationships; confirm orders and delivery terms to meet project timelines.
- Manage purchasing for medical aid programs within budgetary constraints and project goals.
- Allocate procurement to the appropriate program/project budgets with finance & program managers.

Other Duties:

- Stay up-to-date on local and industry-wide healthcare news and trends and inform Global Links staff about their potential impact to programs and operations.
- Participate in sustainability or healthcare associations/groups to represent GL and expand our network and involvement within relevant sectors.
- Manage all aspects of HR related to direct reports (hiring, training, performance evaluations, professional development, staff appreciation)
- Follow Global Links health and safety protocols and promote a safe and productive work environment for all staff, volunteers, and visitors
- Other duties as assigned

Required Skills and Abilities:

- Strong understanding and passion for Global Links' mission and programs
- Strong interpersonal skills, sales or customer service experience
- Strong ability to manage multiple projects and responsibilities in a fast-paced environment
- Effective oral communication skills, experience making presentations
- Fluency in spoken & written English
- Self-motivated and able to work well independently or in a team
- Proficiency in Google Apps or Windows Office Suite
- Ability to set & negotiate terms, set long range goals with short term targets
- Good problem-solving and conflict resolution skills
- Ability to lift up to 25 lbs. and willingness to do manual work
- Ability to travel locally (Western PA) and domestically and work remotely
- Global Links is an organization dedicated to public health and as such, staff must be fully vaccinated

Desired Skills and Abilities:

- Familiarity with or proficiency in Salesforce
- Background in health setting and familiarity with medical materials
- Experience with Lean or Sigma-Sigma-Sigma process improvement

Salary range: Mid to upper 40's annual salary with a competitive benefits package and generous schedule of paid holidays.

To apply: Send resume and cover letter to info@globallinks.org with "Job Application" in subject line.