



## Manager, Group Purchasing Organization (GPO)

<b>Reports to:</b> Sr. Director, Client Services		
<b>Level/Grade</b> Professional	<b>Type of Position</b> Full Time	<b>Hours/Week</b> 40 hrs/week; Exempt
<b>GENERAL DESCRIPTION</b>		
Responsible for supporting the business objectives of THC by managing the business of the Group Purchasing Organization (GPO) including managing relationships with buyers and vendors, identifying and closing on new business opportunities within an assigned group of customers and prospects, specifically related to the Group Purchasing Organization (GPO).		
<b>JOB RESPONSIBILITIES</b>		
<p><b>Sales:</b></p> <ul style="list-style-type: none"> <li>• Maximize the revenue generated in the form of Contract Administration Fees (CAF) by: <ul style="list-style-type: none"> <li>○ Managing relationships with key GPO utilizers and vendors</li> <li>○ Increasing the use of GPO vendors on behalf of THC members</li> <li>○ Meeting with member supply chain/purchasing managers, business owners and post-acute care members to determine new vendor contracts and discuss the performance of existing contracts.</li> </ul> </li> </ul> <p><b>GPO:</b></p> <ul style="list-style-type: none"> <li>• Effectively manage the day-to-day activities of the GPO business line by: <ul style="list-style-type: none"> <li>○ Consistently identifying, vetting, negotiating and managing the contracting process with new vendors to add to the GPO, including managing the RFP process for new and renewed contracts</li> <li>○ Overseeing the contract auditing process</li> <li>○ Overseeing and facilitating the annual GPO board meeting and GPO related committees</li> <li>○ Working with THC Communications in developing and implementing all member and vendor communications regarding GPO</li> <li>○ Mediating/resolving issues with members and vendors.</li> <li>○ Generating reports as needed or requested</li> </ul> </li> <li>• Ensures proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization</li> <li>• Other duties as assigned</li> </ul>		
<b>POSITION REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Proven successful B2B sales experience is required, preferably in health care.</li> <li>• Proven general business experience required preferably in purchasing, supply chain processes, contract negotiation, and vendor management.</li> <li>• Previous customer service responsibility and fiscal results (P&amp;L) accountability desired.</li> <li>• Experience in a goal and results oriented position with specific activity targets.</li> <li>• Ability to successfully sell and close prospects as well as maintain strong business relationships after the sale.</li> <li>• Ability to build strong productive partnerships with health care vendors to serve members.</li> <li>• Must possess a strong comfort level speaking with Supply Chain Executives, Purchasing Managers, Practice Managers, Administrators and staff.</li> <li>• Excellent verbal and written communication skills, along with excellent negotiating and consultative sale skills are required.</li> <li>• The ability to build strong relationships with emphasis on meeting customer needs is essential.</li> <li>• Experience with customer contact software. Salesforce experience preferred.</li> <li>• Demonstrated effective organization, communication, strategic thinking and negotiation skills are required.</li> <li>• Demonstrated self-starter with the ability to work independently and as part of a team in a highly matrixed environment.</li> <li>• Ability to stand for up to 4 hours at a time</li> <li>• Ability to sit at a desk in front of a computer monitor for long periods of time</li> <li>• Ability to travel by car within the tri-state region, approximately 3 business days per week</li> <li>• Must have a valid driver's license in Ohio, Kentucky or Indiana</li> </ul>		
<b>EDUCATION/CERTIFICATION REQUIREMENTS</b>		

- Minimum of associate degree.

**OTHER INFORMATION**

Total compensation package including base salary, commission, and benefits are available for the ideal candidate.

**APPROVED BY** J. Glaser, Sr. Director, Client Services

**DATE POSTED** April 18, 2019

*Disclaimer: Nothing in this job description restricts the company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.*