



Employment Offer

- Organization:** Lady Davis Institute  
Jewish General Hospital
- Title:** Purchasing & Finance Agent
- Service:** LDI Administration
- Shift:** Full time position. Monday to Friday from 8:00 to 16:00

**Start Date:** As soon as possible

**Salary and benefits:** According to the LDI HR policy

- Salary scale between \$22.00 and \$30.00 \$ per hour
- 20 vacations days
- 13 statutory holidays
- 9,6 sick days
- Pension Plan (RREGOP) from starting date
- Group Insurance

**Summary of responsibilities:**

Working together with the Purchasing Coordinator and the Head of the Finance Department of the Lady-Davis Institute, the candidate will have shared tasks within the Purchasing and Finance department placing orders for the administration and different research labs of the institution, looking for best prices, assist with bank reconciliations and expense reimbursements, ensuring that institutional purchasing and reimbursement policies are followed, interact with the Hospital Receiving and A/P departments, solve discrepancies between invoices and POs and provide assistance and support in any other tasks related to the department.

**Main Tasks:**

- Placing orders for Lady Davis Institute Administration and all Axis of Research in a timely fashion and checking best possible prices.
- Act as a liaison with the hospital A/P department to solve issues related to invoicing.



Institut Lady Davis de recherches médicales | Lady Davis Institute for Medical Research

- Ensure that supplies are delivered properly and to the correct recipient interacting with the Receiving Dept of the Hospital.
- Process returns on a timely fashion.
- Provide all necessary documentation to the institutional Customs Brokers to clear packages and interact with them to solve issues if needed
- Bank Reconciliations
- Expense Reimbursements
- Ensure that the LDI Finance Dept. is involved when needed and ensure that Institutional Procurement Policies are followed (i.e., approvals, eligibility of expenses, availability of funds, etc.)
- Responsible for establishing the LDI administration standard list of office supplies. Keep control of the stock for the LDI administrative department.

### Requirements:

- D.E.C in administration
- Bilingual: French and English
- Intermediate level of MS Excel and Word
- Knowledge of Logibec GRM an asset
- Basic Accounting Knowledge an asset
- Good communication skills and teamwork.
- Organized, autonomous, shows initiative and sense of responsibility

Interested candidates are invited to submit a CV and cover letter by email to Bianca Di Iorio at [bianca.diiorio@ladydavis.ca](mailto:bianca.diiorio@ladydavis.ca).

*The Lady Davis Institute (LDI) is committed to equity, diversity and inclusion within its community. The LDI has an equal opportunity employment program and welcomes applications from all qualified candidates, regardless of their characteristics, with the skills and knowledge to productively engage with diverse communities. Accommodation for any part of the application process may be provided to persons with disabilities who request it.*