

Operations Manager – Surgery Program

COMPETITION NUMBER:	23-1667
STATUS:	Permanent Full-Time
DEPARTMENT:	Surgery Program
REPORTS TO:	Program Manager, Surgery Program
HOURS:	Days: 7.5 Hour Shifts (Flexibility may be required)

Reporting to the Clinical Program Director for Surgical Services the Operations Manager is responsible for the leadership and direction of all business aspects of Perioperative Services, including materials, supplies, dashboards and other data collection, monitoring and analysis, OR efficiency metrics, and vendor-related issues. Using this information the Operations Manager work closely with surgeons and clinical divisions to ensure alignment with Quality Based Procedure (QBP) funding allocations and other revenue opportunities. The Operations Manager demonstrates strong critical thinking and problem-solving skills and demonstrates a proactive approach to departmental needs.

What must you have?

- Successful completion of a University degree in a related field (e.g. Business, Finance, etc.) from an accredited educational institution; MBA preferred
- 3-5 years healthcare experience
- Minimum of three (3) years' recent and related experience which reflects competence in financial management and inventory control in a healthcare setting

What else do you bring?

- Applicants with proven equivalent recent and related training and experience may be considered; PMAC designation preferred
- Proficient with MS Office software programs (e.g. Outlook, Word, PowerPoint, Excel, etc.) as well as supply management information systems; knowledge of SAP is an asset
- Experience analyzing financial business performance and developing business cases to lead change within the organization
- Proven project management skills with the ability to plan, organize and coordinate various activities
- Exposure to Lean principles and a continuous improvement mindset with the ability to use these in support of improving the delivery of healthcare to patients
- Strong financial planning, analytical and problem-solving skills
- Solid research and organizational skills with the ability to manage competing priorities in a fast-paced time-sensitive environment with minimal direction
- Strong written and verbal communication skills with the proven ability to clearly define and articulate requirements, priorities, impacts, and solutions
- Excellent networking and relationship-building skills with both internal and external stakeholders as a means to ensure ongoing process improvement and the achievement of performance targets
- Flexible and self-directed with the ability to manage competing priorities during periods of rapid change and transition with constantly shifting priorities
- Possesses a high level of accountability and proven capability to identify opportunities, take initiative and think through future implications
- Demonstrated satisfactory work performance and attendance history

Preferably, your profile also includes:

- 2 years of leadership experience preferred.
- Operating room experience preferred.

****You may be required to work at any site of Mackenzie Health***

FOR EXTERNAL APPLICANTS: As a condition of employment, you are required to submit proof of full COVID-19 vaccination to Mackenzie Health's Occupational Health and Safety department.

HOW TO APPLY: Applicants may submit their application via the below link: [Operations Manager – Surgery Program in Vaughan, Ontario | Careers at Cortellucci Vaughan Hospital \(icims.com\)](#)

Mackenzie Health is an inclusive and equal opportunity employer committed to providing accommodations for applicants upon request at any stage of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

We thank all applicants for their interest, however, only those under consideration for an interview will be contacted.