



HEALTH PARTNERS INTERNATIONAL OF CANADA

Position Title:	Coordinator, Product Planning
Type of position:	Full-time (37.5 hrs/week)
Location:	Toronto or Montreal (West Island), Quebec
Reports to:	Director, Healthcare Industry Relations
Start date:	August 2020

The **Coordinator, Product Planning** will play a key role in supporting HPIC's mission, by facilitating product donations from healthcare companies across Canada for HPIC's programs and projects overseas.

Organization: [Health Partners International of Canada \(HPIC\)](#) is a not-for-profit relief and development organization dedicated to improving access to medicine and enhancing health in the vulnerable communities overseas. HPIC contributes to well-being by providing donated essential medicines and supplies, responding to emergencies and engaging in capacity building programs to strengthen local health systems. We partner with a network of non-governmental organizations (NGOs) and healthcare professionals, with pharmaceutical and healthcare product companies, and with foreign and Canadian government departments.

Major Responsibilities:

- Engage healthcare companies in the work of HPIC
- Manage offers of pharmaceutical products and medical supply donations from across Canada
Request products and accompanying documentation from healthcare companies
- Manage and maintain relevant information related to pharmaceutical donors and donations

Tasks:

- Handle requests and offers of pharmaceutical products, organizing and keeping current the list of products offered and acceptances for use by HPIC's programs
- Manage and update Product Planning files (Certificates of Analysis, pharmaceutical industry contact list, price lists, company donation histories, contracts, agreements, etc.)
- Maintain awareness of inventories of pharmaceutical products and various program needs
- Produce and analyze data from inventory and other systems
- Produce needed documentation for receipting
- Liaise with pharmaceutical donors to obtain details regarding products and deliveries
- Liaise with HPIC's departments (Operations, Programs) to ensure the smooth delivery and shipment of medicines and supplies
- Process product requests from Canadian program partners specific medicines for medical missions and special programs
- Other duties as required by the organization

Skills/Competencies:

- Knowledge of pharmaceutical products
- Education: Bachelor's degree in pharmacy or pharmacology or similar college diploma level (e.g. pharmacy technician, applied pharmaceutical sciences)

- Experience: 3-5 years of relevant work experience in health care, pharmaceuticals, inventory management, administrative/logistical support and/or customer service
- Familiarity or experience working in a non-profit environment
- Detail-oriented and capable of balancing multiple priorities effectively
- Excellent interpersonal skills
- Resourceful and good problem-solving acumen
- Excellent communication skills, both written and oral, in English
- Proficiency in French, desired
- Proficiency with Microsoft Office Suite
- Familiarity with databases and queries

The salary is commensurate with background and experience. The position is open to individuals legally entitled to live and work in Canada.

Qualified candidates must share a commitment to the [core values and mission of HPIC](#).

Application process

Please email your resume and a cover letter to hwatts@hpicanada.ca with the subject line **Coordinator, Product Planning**. Applications will be received until the position is filled.

HPIC thanks you for your interest in this position, however, only those selected for interviews will be contacted.