



Supply Services Representative, HMMS - 1 position
HMMS
Healthcare Materials Management - London, ON
Temporary Full Time
Non-Union

Posting #: 52159
Posting Date: December 04, 2023
Submission Deadline: December 10, 2023
Wade Baillie, Human Resources

Temporary Full time position, anticipated to extend until March 29, 2024, subject to the availability of work.

HMMS is a joint venture between St. Joseph's Health Care, London and London Health Sciences Centre, that has been operating since 1997 providing consolidated functions of Sourcing, Contract Management, Purchasing, Accounts Payable, Logistics, Supply Chain Systems and Inventory Management for the London Hospitals and numerous healthcare organizations throughout Southwestern Ontario.

As a full service supply chain organization, HMMS interacts with over 9,000 suppliers to provide an item catalogue of over 85,000 active items.

Learn more about HMMS through this short online video. <https://www.youtube.com/watch?app=desktop&v=uhi8PSwKTOI>

This position supports hospital clinical departments by ensuring that the right supplies are on hand in the right quantities when needed. This is accomplished by placing requisitions and managing supply levels. Orders are tracked and expedited when necessary. Supply usage is analyzed and recommendations for supply chain improvement changes are brought forward to HMMS and department leaders. Supply interruptions (back orders, recalls, conversions and substitutions) are communicated and coordinated with HMMS and department staff with appropriate follow up action taken. This successful incumbent will contribute to the department's optimization of supply chain resources.

Essential Qualifications

- Ontario Secondary School diploma or equivalent as recognized in Ontario
- Certificate from an accredited college in business, supply chain or health related discipline
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Minimum 3 years recent supply chain experience
- Demonstrated computer experience with an intermediate knowledge of Excel
- Organized with a very strong attention to detail, time management & ability to manage multiple priorities
- Ability to work independently as well as in a team setting
- Strong interpersonal and verbal communication skills in order to deal tactfully and effectively with internal/external contacts at all levels;
- Proactive, respectful, positive and professional attitude
- Highly motivated, creative thinker with demonstrated problem-solving skills
- Experience interacting and communicating with a wide variety of positions within an organization
- Hospital experience an asset

Preferred Qualifications

- Proficiency in French would be an asset

Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine (primary series, boosters and/or XBB) OR one dose of XBB vaccine at least 14 days prior to the start date
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*