



Contract Admin Associate, HMMS - 1 position	Posting #: 53894
HMMS	Posting Date: September 26, 2024
Healthcare Materials Management - London, ON	Submission Deadline: October 02, 2024
Temporary Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$30.82 - \$36.26 /hour

This is a Temporary Full-Time position expected to extend until October 31, 2025, subject to 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 90,000 active items. Learn more about HMMS through this short online video.

<https://www.youtube.com/watch?app=desktop&v=uhi8PSwKTOI>

As Contracts Administrator, you will support the competitive bidding process and be the primary reviewer of the terms and conditions of all vendor proposals, which will include risk tolerance, expiry dates, contract management system accuracy to ensure compliance to legislation and organizational policies.

Close attention to detail, initiative and critical thinking when faced with competing priorities is required to be successful.

#### Essential Qualifications

- Graduate of a Diploma or Degree Program (Business Program Preferred)
- Demonstrated experience working with Microsoft Word at an intermediate level and Excel at a basic level.
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Understanding of Health Care Supply Chain leading practices.
- Understanding of contract structure and language.
- Excellent organization skills and attention to detail and timelines.
- Strong problem-solving skills.
- Strong written and verbal communication, interpersonal and organizational skills
- Adept at building positive relationships with superior customer service skills
- Self-directed with the ability work independently as well as within a team setting

#### Preferred Qualifications

- Previous experience working with purchasing computer system
- Minimum 1-year previous experience in contract administration

#### 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.*