



Purchasing Buyer, HMMS - 1 position	Posting #: 54113
HMMS	Posting Date: November 21, 2024
Healthcare Materials Management - London, ON	Submission Deadline: November 27, 2024
Temporary Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

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 a Buyer supporting transactional procurement (purchasing), you will assist customers with their daily supply and purchasing needs through requisition processing and purchasing, auditing spends for compliance with corporate policies, procedures, contracts, and legislative requirements. As a key first point of contact, the Buyer locates and expedites orders, resolves discrepancies against purchase orders, and processes product returns, and clarifies policy and procedural requirements. This position in part will involve the following on a daily basis: responding to emails, answering phone, responding to inquiries and relaying information, processing purchase orders, confirming orders using various methods of technology as well as calling sites and working with internal HMMS departments.

#### Essential Qualifications

- Secondary (High) School Diploma
- Graduate of a post-secondary Certificate in Purchasing, Supply Chain, or business-related program
- Previous experience in a purchasing, accounts payable, office or retail environment
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Knowledge of basic accounting principles (i.e., for accruals)
- Strong Interpersonal Skills
- Strong problem-solving skills and critical thinking
- Strong computer skills including familiarity with word processing and spreadsheet programs
- Excellent customer satisfaction skills
- Excellent organizational skills
- Excellent oral and written skills
- Strong time management skills, independent self-starter motivated and takes initiative
- Ability to work independently and function as part of a team
- Knowledge of basic accounting principles

#### Preferred Qualifications

- Minimum 1-year previous experience in a purchasing, accounts payable, supply chain
- Post-secondary Diploma in Purchasing, Supply Chain, or business related
- Proficiency in French would be an asset

#### Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine (primary series/boosters, XBB or KP.2) OR one dose of KP.2 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.*