



Quality Control Representative, HMMS - 1 position	Posting #: 54174
HMMS	Posting Date: December 03, 2024
Healthcare Materials Management - London, ON	Submission Deadline: December 09, 2024
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 Quality Control Representative within the Warehouse Team, you will be responsible for slotting of locations, dimensions and weights of Inventory, investigating discrepancies, cycle counting stock, root cause analysis of quality gaps, and audits of dispositioned inventory. This will ensure that the warehouse is running effectively and that orders are shipped to satisfy all customer requirements.

#### Essential Qualifications

- Secondary (High) School Diploma or equivalent as recognized by the province of Ontario plus successful completion of a post-secondary one- or two-year specialized business-related certificate program
- 1-year of previous experience in inventory and logistics related field
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Strong interpersonal skills with a demonstrated customer service focus and ability to develop positive relationships
- Excellent written and verbal communication skills
- Experience with computer experience, particularly working with computerized purchasing, accounts payable and inventory management systems
- Proficient Microsoft Office Skills
- Excellent organizational skills
- Ability to work independently and function as part of a team
- Shows initiative

#### 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, 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.*