



Supply Services Representative, HMMS - 2 positions	Posting #: 54485
HMMS	Posting Date: February 20, 2025
Healthcare Materials Management - London, ON	Submission Deadline: February 26, 2025
Regular Part 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 thousands of suppliers to provide an item catalogue of over 90,000 active items; notably ~5,000 that are stocked in our warehouse.

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

- Secondary (High) School Diploma
- Certificate in Business, Logistics or Health Related Discipline
- 3 years' experience in supply chain or logistics
- Compliance with the OHSA
- Knowledge of a Safety Culture in a Health Care Setting in
- 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, interpersonal skills
- 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

#### Preferred Qualifications

- College Diploma; Experience within the health care industry
- Proficiency in French would be an asset

#### Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B,

COVID-19 and influenza.

- 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.*