



Sourcing Specialist, HMMS - 1 position	Posting #: 54561
HMMS	Posting Date: March 07, 2025
Healthcare Materials Management - London, ON	Submission Deadline: March 13, 2025
Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$43.64 - \$51.33 /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>

Reporting to the Manager Contract Management, this position is responsible for contract and supplier management for the London and area Hospitals which HMMS services. The core responsibilities of this role are to onboard and manage the implementation of new contracts, ensuring contract compliance, and monitoring and management of supplier performance. This role directly impacts our ability to support hospitals in the provision of mission critical goods and services, under contract, with our vendor partners.

The individual in the role is expected to have in-depth understanding of our customer's contract requirements, providing advice and counsel when disputes in expected service levels arise and manage the overall performance of a vendor for a given contract. The Specialist is to contribute to and further develop the core and strategic activities of the vendor management program. The Specialist must be able to establish effective relationships with our customers, vendors, and internal stakeholders in keeping with our core values of Respect, Excellence, and Compassion.

Performance is monitored through a number of Key Performance Indicators related to Off-Contract Spend, and cost savings specific to their suppliers. Diligence in the management of documentation is critical.

#### Essential Qualifications

- Diploma in Business
- 3 years previous purchasing, negotiating or facilitating experience
- Understanding of Health Care Supply Chain leading practices
- Strong business analysis skills
- Knowledge of basic accounting principles
- Strong written, verbal communications, and presentation skills
- Evidence of ongoing professional development
- Excellent organizational skills
- Demonstrates initiative
- Ability to resolve conflict
- Demonstrated ability to offer and receive constructive feedback with fellow team members
- Demonstrated self-awareness and an understanding of personal strengths and weaknesses in pursuit of continuous improvement

- Demonstrated experience leading complex projects resulting in cost savings, improved efficiency and/or process improvement
- Knowledge of a safety culture in a health care setting in compliance with the Occupational Health & Safety Act (OHSA)

#### Preferred Qualifications

- Bachelor's Degree in Business or a related field
- Ontario Public Buyers, Supply Chain Management Professional
- Proficiency in French is considered an asset

#### Teaching and Research

- St Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

#### 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.*