



|  |                                       |
|--|---------------------------------------|
| Supervisor, Perioperative Inventory - 1 position | Posting #: 55110                      |
| Perioperative Services                           | Posting Date: June 06, 2025           |
| St. Joseph's Hospital - London, ON               | Submission Deadline: June 12, 2025    |
| Full Time  | Stacy Kearns, Human Resources         |
| Non-Union  | Salary Range: \$41.20 - \$48.49 /hour |

This position provides day-to-day oversight of the Inventory Control department while supporting the Manager role. Acting as a liaison between various teams, the individual addresses supply chain issues, investigates inventory concerns, and ensures that staffing, equipment, and supplies meet the needs of patient care. The role brings a structured approach to inventory management, focusing on operational efficiency and compliance. Responsibilities include data analysis and reporting, managing contracts, overseeing rebates and value-added services, and collaborating with surgeons, operating room staff, and clinical perioperative teams to manage item requests and special orders. The position also ensures adherence to policies and procedures for supplies and equipment in the OR, while working with other teams to maintain documentation compliance for accurate case costing through internal dashboards. The role is responsible for implementing and monitoring inventory control procedures to minimize shrinkage and overstock, optimizing inventory turnover, and aligning inventory levels with OR schedules and demand. Collaboration with the OR Supervisor and CP Supervisor and across teams is key to achieving high levels of customer satisfaction and ensuring smooth business operations by continuously improving inventory processes and fostering a cooperative, solution-oriented environment.

#### Essential Qualifications

- Post Secondary diploma in Business Administration, Commerce (Supply Chain Management, Accounting) or General Business
- 3 years of experience in supply chain, procurement, or business
- Expertise in managing inventory levels, including overseeing ordering, replenishing, and tracking supplies?ensuring timely delivery, accurate stock levels, and minimizing shrinkage or overstock.
- Strong ability to coordinate and resolve supply chain issues, including back orders, product substitutions, freight delays, and urgent product repairs or replacements. Ensures smooth transfer of equipment across multiple sites.
- Proficiency in utilizing reporting tools and inventory control systems to track and analyze case costing, inventory turnover, and other key performance metrics. Ability to generate actionable insights and make data-driven decisions. Proficiency in Microsoft apps will be required.
- Strong skills in resolving inventory-related challenges and operational issues in real-time. Able to make quick decisions in high-pressure situations, especially in collaboration with clinical and surgical teams.
- Expertise in identifying inefficiencies in inventory processes and leading efforts to standardize procedures. Ability to drive continuous improvements, optimizing inventory turnover and reducing waste.
- Ability to supervise and mentor a team of inventory analysts, guiding them in day-to-day operations, training new staff, and fostering a collaborative, high-performance environment.
- Skilled in negotiating with suppliers, ensuring that contracts are adhered to, and managing vendor relationships to ensure the timely delivery of goods and services.
- Strong communication skills and conflict resolution skills to collaborate with various departments (e.g., OR, Biomed, ITS, Finance) to ensure alignment and efficient resolution of issues related to inventory, equipment, and supplies.
- Strong ability to prioritize tasks and manage multiple responsibilities effectively, ensuring all inventory and supply chain needs are met in a timely and efficient manner.
- Skilled in managing special projects, collaborating with multiple departments, and ensuring that special requests, equipment loans, and procurement needs are handled in a structured, timely manner.
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

- Ability and commitment to act as a supervisor under OHSA
- Demonstrated knowledge of relevant legislation: Employment Standards Act, Occupational Health and Safety Act (Bill 168), Ontario Human Rights Code

#### Preferred Qualifications

- Experience in healthcare preferred
- ASCM certifications, (Certified in Production and Inventory Management), CSCP (Certified Supply Chain Professional) or CLTD (Certified in Logistics, Transportation, and Distribution)
- Proficiency in French would be 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.*