



Clerk, Inventory Control, Operating Room - 1 position	Posting #: 55161
Operating Room	Posting Date: June 12, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: June 24, 2025
Regular Part Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$24.45 - \$28.74 /hour

The Inventory Control Clerk works closely with Perioperative Services staff and Health Materials Management Services (HMMS) staff to ensure supplies and special request items are available to meet the daily requirements of the operating rooms.

This position supports the Inventory Control Analysts to manage unpacking orders, non-stock inventory ordering, supply carts replenishment, and rotation of stock throughout perioperative services. This position develops and maintains effective working relationships with external vendors for assisting with the sourcing of new products, organization of instrument and equipment repairs, loaners and special ad-hoc requests.

Essential Qualifications

- Secondary (High) School Diploma
- Demonstrated computer skills; basic level Microsoft Excel
- May require handling of objects that can weigh up to 50 lbs
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Ability to analyze and solve problems
- Strong organizational skills
- Excellent interpersonal skills and the ability to work as part of a team
- Self-starter and ability to multi-task in a fast-paced work environment

Preferred Qualifications

- Supply Chain post-secondary diploma
- 1-2 years materials management experience (i.e. inventory control or purchasing) in a hospital environment
- Recent experience with computerized materials management systems, including any of the following, Censitrac, McKesson, Web Gateway, Stellant, Cerner SurgiNet, Allscripts Supply Chain Solutions eProcurement
- Understanding of operating room systems and procedures
- Understanding of Health Care Supply Chain leading practices
- 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.