



Manager, Purchasing & Contracts, HMMS - 1 position	Posting #: 55264
HMMS	Posting Date: July 11, 2025
Healthcare Materials Management - London, ON	Submission Deadline: July 24, 2025
Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$58.37 - \$68.67 /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>

As Manager of Purchasing & Contracts, you will be accountable for managing service delivery excellence and ensuring efficient operations of the team/department. The Manager is accountable for overseeing execution and managing the day-to-day success of the department strategy, by ensuring good use of resources and supporting staff to deliver excellence to the people we serve.

#### Role and Responsibilities

- Establish well defined and efficient Standard Operating Procedures for all areas of responsibility.
- Assist staff with problem solving and crisis management and build problem-solving capacity within the team.
- Arrange, organize and conduct staff meetings
- Ensures compliance with legislative, applicable policies and contractual requirements on a day-to-day basis
- Defines where improvements are required to meet department requirements; Determines barriers and recommends the improvements necessary for approval of Director; Ensures implementation of agreed upon improvement activity
- Assesses risk on daily basis; Advises on risk (both immediate and longer term) and makes recommendation to Director re: risk management; Ensures appropriate corrective actions are actioned/implemented at department level
- Oversees the human resources/staffing plan for the department
- Oversees and optimizes the day-to-day people contributions by setting and communicating targets/expectations and ensuring that people have the knowledge, skills, tools, supports and environment needed to be successful
- Leads hiring and performance management decisions
- Oversees day-to-day execution of development, training and accommodation plans for staff; Monitors and reports on progress to staff and the Director
- Provides input into strategic decisions being made for the specific department
- Researches, recommends, and implements quality and process improvement initiatives
- Provides advice and coaching to individual contributors, Directors, and others as appropriate; Acts as subject matter expert when necessary
- Manages day-to-day operations within budget expectations; Plans and ensures that day-to-day activities (e.g., scheduling) are fiscally appropriate
- Monitors and reports on financial performance
- Monitors variances from planned budget and advises on course corrections and opportunities to Director; Implements approved course corrections

#### Essential Qualifications

- Bachelor's Degree in Business
- Minimum 3 years previous leadership experience
- Strong project management skills with demonstrated experience leading complex projects resulting in cost savings, improved efficiency and/or process improvement
- Understanding of Health Care Supply Chain leading practices
- Strong business analytical skills and experience with strategic planning
- Strong, refined negotiating skills
- Strong written and verbal communications skills.
- Strong Presentation skills.
- Evidence of ongoing professional development
- Demonstrated organizational and computer skills
- Excellent organizational skills
- Creative problem solving
- Ability to work independently and function as part of a team
- Shows initiative
- Ability to facilitate, coach, resolve conflict and participate in group decision making
- Demonstrated ability to offer and receive constructive feedback with fellow team members
- Ability to manage competing demands and meet challenging timelines.
- Ability to exercise judgement on complex issues across a diverse environment.
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

#### 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.*