



Supervisor, Purchasing - HMMS - 1 position	Posting #: 55265
HMMS	Posting Date: July 10, 2025
Healthcare Materials Management - London, ON	Submission Deadline: July 16, 2025
Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$41.20 - \$48.49 /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, the Purchasing Supervisor provides direction to staff daily to ensure the workload is appropriately balanced, operational goals are met and quality expectations are achieved. This involves the coordination of necessary training, access to the appropriate tools, proper orientation on departmental Standard Operating Procedures and performance and attendance management feedback.

This role creates an environment for the team to reach the departmental and organizational goals; proactively makes recommendations to achieve desired outcomes; where appropriate, reallocates resources to meet the needs of those we serve; and present stakeholders with options that make efficient and effective use of resources.

This position is responsible for assuring team performance is maximized as it pertains to organizational expectations; performance is monitored through a number of Key Performance Indicators related to servicing our stakeholders.

The Purchasing team has high volume day-to-day interaction with internal customers as well as suppliers, and is responsible for ensuring the needs for goods/services for HMMS' customers are met through appropriately established contracts, and recommendations based on market awareness, product knowledge and vendor relationships.

Essential Qualifications

- Community College Diploma in Business Administration, Purchasing or business related field (3 year program)
- Minimum 5 years Purchasing experience with a demonstrated understanding of supply chain
- Previous work experience in a fast-paced environment, with the ability to adapt to changes quickly.
- Demonstrated experience leading diverse teams and improving efficiency and/or process improvement.
- Collaborates well with others, flexible, works well both independently and in a team; ability to offer and receive constructive feedback
- Independent, self-directed, motivated, hardworking individual, with a positive attitude
- Critical & proactive thinker, Experience in analytical & problem-solving skills, inclusive approach to daily workload
- Excellent computer skills including demonstrated advanced knowledge of Excel
- Excellent presentation skills, with working knowledge in public speaking and facilitating meetings
- Proven superior organizational & time management skills
- Demonstrated excellence in written and verbal communication skills, team building and ability to resolve conflict
- Customer Service skills with the ability to listen, and provide feedback to find a resolution
- Demonstrated self-awareness and an understanding of personal strengths and weaknesses in pursuit of continuous improvement

- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

Preferred Qualifications

- Preferred Purchasing designation, or working towards completion of Supply Chain Management
- Supply chain experience within a health care setting is preferred
- 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.*