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| Inventory Buyer, HMMS - 1 position | Posting #: 55293 |
| HMMS | Posting Date: July 16, 2025 |
| Healthcare Materials Management - London, ON | Submission Deadline: July 22, 2025 |
| Temporary Full Time | Wade Baillie, Human Resources |
| Non-Union | Salary Range: $29.11 - $34.23 /hour |

This is a temporary full-time position is expected to extend until March 1, 2027, and is subject to the availability of work.

Healthcare Materials Management Services (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 an Inventory Buyer within the Inventory Team, you will ensure that supply is available to support our customers? needs. The Inventory Buyer is responsible for proactively anticipating customer demand using analytic tools to mitigate supply change interruptions to ensure patient care is supported. The Inventory Buyer submits requisitions, creates purchase orders, expedites orders, resolves discrepancies against purchase orders, and processes product returns. Additional key responsibilities include analytics, supplier management and accruals and discrepant resolution.

Essential Qualifications

- Post-Secondary Diploma required preferably in Purchasing, Business or Supply Chain Management
- 3 years previous customer service experience in a purchasing, demand planning, and accounting principles.
- Knowledge of basic accounting principles.
- Demonstrated intermediate Excel skills
- Excellent customer satisfaction skills
- Excellent organizational skills.
- Excellent oral and written skills.
- Strong computer skills including familiarity with word processing and spreadsheet programs.
- Ability to work independently and function as part of a team.
- Problem solving and critical thinking skills
- Experience with trend analysis, forecasting tools and demand planning.
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

Preferred Qualifications

- 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.*