



Contract Admin Associate, HMMS - 1 position	Posting #: 55507
HMMS	Posting Date: September 04, 2025
Healthcare Materials Management - London, ON	Submission Deadline: September 10, 2025
Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$31.74 - \$37.35 /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 Contract Admin Associate, you will support the competitive bidding process and be the primary reviewer of the terms and conditions of all vendor proposals, which will include risk tolerance, expiry dates, contract management system accuracy to ensure compliance to legislation and organizational policies.

Close attention to detail, initiative and critical thinking when faced with competing priorities is required to be successful.

Essential Qualifications

- Community college diploma in a Business related field
- 1-year previous experience in contract administration
- Demonstrated experience working with Microsoft Word at an intermediate level and Excel at a basic level.
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Close attention to detail, initiative and critical thinking when faced with competing priorities is required to be successful
- Excellent organizational skills and attention to timelines
- Excellent oral and written skills
- Strong computer skills and familiarity with Word and Excel
- Ability to work independently and collaboratively
- Previous experience with legal documents an asset
- Previous experience working with McKesson PMM Contract Module an asset

Preferred Qualifications

- Previous experience working with purchasing computer system
- Minimum 1-year previous experience in contract administration

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.