



Student, HMMS - 1 position	Posting #: 55865
HMMS	Posting Date: November 06, 2025
Healthcare Materials Management - London, ON	Submission Deadline: November 19, 2025
Temporary Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$20.30 - \$20.30 /hour

Temporary full-time assignment anticipated to extend to August 29, 2026, and is subject to the availability of work

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 a Student in the Finance department, reporting to the Department Manager, you will gain work experience assisting with ongoing educational training and skill development. By taking technical direction from senior staff, you will perform a wide array of duties within the Finance department which may include:

- Preparation of HMMS month end general ledger reconciliations, journal entries, working papers and documentation
- Bank Reconciliations
- Accounts Receivable collections
- Perform detailed analysis of trends and financial performance with breakdown of all significant variances to budget for various financial accounts including inventory, affiliate services, and revenue areas
- Report on departmental results, metrics and monthly key performance indicators, generating analyses by asset, area and customer
- Communicate with customers and agencies
- Contribute to continuous improvement and cost reduction activities

#### Essential Qualifications

- Enrollment in a post-secondary Financial Accounting program with successful completion of at least one year of study
- Proven effective oral and written communication skills
- Proven customer focused team player who can take initiative and act independently using good judgment as well as accept direction
- Demonstrated advanced proficiency in a variety of software packages (i.e. Microsoft Office including Word, Excel, PowerPoint skills, Outlook and e-mail)
- 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.*