



Vendor Relations Associate - Volunteer Services - 1 position	Posting #: 57167
Volunteer Services	Posting Date: September 29, 2026
St. Joseph's Hospital - London, ON	Submission Deadline: October 05, 2026
Temporary Full Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$38.62 - \$45.42 /hour

Temporary position anticipated to extend until October 31, 2027, with the possibility of extension and is subject to the availability of work.

The gift shops and variety stores operate across St. Joseph's Health Care London's five primary care sites, providing retail services to staff, patients, residents, and visitors while generating funds to support clinical initiatives and capital projects.

Reporting to the Manager, Volunteer Services, the Vendor Relations Associate coordinates merchandise procurement, vendor relations, merchandising activities, retail program initiatives, and related financial administration tasks for St. Joseph's five gift shops and variety stores.

Through collaboration with vendors, volunteers, department staff and community partners, the role supports revenue generation, customer experience, and operational effectiveness. In collaboration with the Retail Operations Associate, the incumbent helps ensure efficient inventory management, product flow, and retail operations across all locations.

Regular travel between all St. Joseph's sites, including the Southwest Centre for Forensic Mental Health Care in St. Thomas, is required.

Essential Qualifications

- Post-secondary diploma in Business Administration (Retail or Supply Chain), Merchandising Operations Management, Marketing, Supply Chain Operations or related field
- 3 years progressive experience in retail operations, procurement, purchasing, merchandising, vendor relations, sales analysis, supply chain or a related business environment.
- Related experience managing supplier relationships, coordinating procurement activities, monitoring inventory levels, analyzing sales and purchasing data and performing financial reconciliation and reporting.
- Knowledge of a Safety Culture in a Health Care Setting in compliance with Occupational Health and Safety Act (OHSA)
- Thorough knowledge of procurement, purchasing and vendor management principles, practices and procedures, including supplier sourcing, evaluation, selection and performance monitoring
- Demonstrated understanding of inventory management, replenishment and product procurement processes
- Proven knowledge of contract administration, vendor agreements and procurement-related policies and procedures to support effective supplier relationships
- Demonstrated ability to develop and maintain effective working relationships with vendors, suppliers, and internal stakeholders.
- Demonstrated ability to coordinate procurement activities, manage competing priorities and resolve vendor and operational issues with minimal supervision
- Strong analytical and problem-solving skills to evaluate supplier performance, purchasing requirements, inventory levels and financial data. Analyze sales trends and make product recommendations
- Demonstrated knowledge of Microsoft Office tools and proficiency with inventory management, purchasing and retail technology systems
- Proven knowledge of financial reconciliation, invoice review and reporting practices to identify discrepancies and support

sound financial management

- Strong organizational, communication and customer service skills
- Well-developed time management and organization skills

Preferred Qualifications

- Proficiency in French would be an asset

Teaching and Research

- St Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

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.*