



Administrative Assistant, HMMS - 1 position	Posting #: 57289
HMMS	Posting Date: October 30, 2026
Healthcare Materials Management - London, ON	Submission Deadline: November 05, 2026
Temporary Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$32.45 - \$38.19 /hour

Temporary assignment anticipated to extend to December 31, 2027, subject to the availability of work

HMMS 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 HMMS Manager, People & Culture, this role will support HMMS' General Manager, Directors and Non-Union Department Managers in all administrative and scheduling accountabilities. The ideal candidate is a motivated person who is willing to take on initiatives and follow them through to completion. The role requires the incumbent to be a self-starter who can work both individually and as a team.

This role acts as the lead administrative support for various HMMS' Committees, both internal and external, as meeting organizer, minute-taker and assembly of meeting packages. This role is also responsible for the time-coding, attendance management tracking and vacation planning for the non-union staff and the backup for scheduling, time coding and vacation planning for the union staff. Other duties and responsibilities include calendar management and organizing, committee support, Key Measurable Indicator (KPI) tracking, file retention, staff communications, booking meetings, event organizing and all other administrative tasks as required.

Reporting to the People & Culture Manager, this role will be heavily involved in the recruiting and training processes for HMMS. The incumbent will assist with screening and scheduling candidates for interviews, creating interview packages, participating in interviews, and conducting the onboarding process once the candidate has been hired.

Given the level of supply chain activity with leaders across all of the health care organizations receiving services from HMMS, this role assists HMMS with managing all milestones and deadlines for all of the stakeholders and will also be involved in unique strategic-level projects.

Essential Qualifications

- College diploma in Administrative, Business or Human Resources studies required
- Minimum 3 years' experience
- Excellent communication skills, both verbal and written, including excellent grammar, spelling, proofreading and composition skills
- Strong attention to detail and accuracy
- Excellent organizational skills to establish priorities and manage conflicting appointments, deadlines and responsibilities from various stakeholders in a high demand work environment
- Ability to investigate and resolve problems, dealing with multiple levels of internal staff and external stakeholders in a

professional manner

- Ability to work independently and as a member of a team
- Demonstrated ability to recognize and deal with confidential and sensitive issues in a professional manner
- Proficient in electronic file management
- Intermediate computer skills, particularly MS Office Suite including PowerPoint, Word and Excel
- Experience taking accurate minutes at meetings and ensuring follow-up items are completed
- Experience working with Workbrain (preferred)
- Knowledge/awareness of accounting principles, and/or experience working with financial statements in an administrative role (preferred)
- Knowledge of a Safety Culture in a Health Care setting in compliance with the Occupational Health & Safety Act (OHSA)

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.*