Sourcing Associate, HMMS - 1 position	Posting #: 57355
HMMS	Posting Date: November 13, 2026
Healthcare Materials Management - London, ON	Submission Deadline: November 19, 2026
Temporary Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: $38.62 - $45.42 /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 over 9,000 suppliers to provide an item catalogue of over 90,000 active items.

Learn more about HMMS through this short online video. https://www.youtube.com/watch?app=desktop&v=uhi8PSwKTOI

Reporting to the Manager - Contract Management & Purchasing, this position is responsible for coordinating contract implementation, contract management, and supplier management for consumables, services, consulting, and capital purchases.

Establishing and maintaining effective relationships with our internal Sourcing team and external contracted sourcing provider is critical to success in this role. The associate is responsible for monitoring upcoming sourcing projects identified in published workplans. Assessment of the current and future contract commitments includes communicating impacts to internal stakeholders with respect to contract terms. Notable and unique considerations are to be identified and communicated by the Associate to affected stakeholders.

The Associate is responsible for the coordination of contract implementation across multiple HMMS departments. Contract commitments are scrutinized by the Associate to ensure all required documentation and details are received and communicated to the Contract Management team. Coordination of contract implementation includes establishing contract headers in our systems, ensuring the accuracy and completeness of contract details in the system and ensuring all supporting documents have been retained.

The performance of candidates within this role directly impacts the quality and performance of Hospital Contracts for the supply of all goods and services and our ability to attest compliance to the BPSAA.

This position will be responsible for the following activities:
- Coordinating contract implementation
- Ensuring contract compliance and supplier performance
- On-going contract management including the review and resolution to:
- Contract Disputes
- Contract Clarifications
- Contract revisions or additions
- Measure contract compliance
- Facilitation of contract updates/changes

Essential Qualifications

- :
- College Diploma in related field such as Business
- 3 years' experience in purchasing, negotiating or facilitating
- Experience leading complex projects resulting in cost savings, improved efficiency and/or process improvement
- Understanding of Health Care Supply Chain leading practices.
- Strong business analysis skills
- Knowledge of basic accounting principles
- Strong written and verbal communications skills
- Strong presentation skills
- Demonstrated advanced skills with Microsoft Office, intermediate level in excel
- Evidence of ongoing professional development
- Focused on the customer
- Good listener
- Excellent organizational skills
- Demonstrates initiative
- Ability to resolve conflict
- Ability to lead group decision making
- Demonstrated ability to offer and receive constructive feedback with fellow team members
- Demonstrated self-awareness and an understanding of personal strengths and weaknesses in pursuit of continuous improvement

Preferred Qualifications

- :
- Bachelor's degree in Business
- 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.