

## **Contracts Administrator, HMMS**

1 position

Healthcare Materials Management Services (HMMS)

London, ON

Temporary Full Time

**Posting date: January 7, 2022**

**Submission deadline: January 17, 2022**

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 85,000 active items. Learn more about HMMS through this short online [video](https://www.youtube.com/watch?app=desktop&v=uhi8PSwKTOI).  
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As Contracts Administrator, 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**

- Graduate of a Diploma or Degree Program (Business Program Preferred)
- 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
- Understanding of Health Care Supply Chain leading practices.
- Understanding of contract structure and language.
- Excellent organization skills and attention to detail and timelines.
- Strong problem-solving skills.
- Strong written and verbal communication, interpersonal and organizational skills
- Adept at building positive relationships with superior customer service skills
- Self-directed with the ability work independently as well as within a team setting

### **Preferred Qualifications**

- Previous experience working with McKesson purchasing computer system
- 1-3 years Previous experience in contract administration

## **Immunization Requirements**

- Provide documentation you have received two doses of the Covid-19 vaccine and a written commitment to follow any future Public Health recommendations and St. Joseph's Health Care London policies and processes related to Covid management in the workplace Provide vaccination
- records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

All HMMS employees are employees of St. Joseph's Healthcare, London and are assigned to HMMS work sites. Site location could be St. Joseph's Healthcare, London, Parkwood Hospital, London Health Sciences Centre (Victoria / University Hospitals), or at one of our warehouses located on Stronach Crescent, or Exeter Road in London ON.

Please access St. Joseph's Health Care career site to apply to available positions. Healthcare Materials Management Services will be identified as the Location in the posting.

[Apply here](#)

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*Your interest in this opportunity is appreciated.  
Only those under consideration will be contacted.*