JOB POSTING – Wingham Site

Come work at LWHA!

- ✓ **Paid educational opportunities**
- ✓ **Free staff parking**
- ✓ **Tuition reimbursement grants based on eligibility**
- ✓ **Defined benefit pension plan, benefits without waiting period**
- ✓ **Competitive Salaries**

POSITION POSTING # **W26-46-Existing Vacancy**
LOCATION: **Wingham, Ontario**
POSITION: **Storekeeper**
UNIT: **Material Management**
STATUS: **Casual**
START DATE: **As soon as possible**
SALARY RANGE: **$30.28 - $32.18**

POSITION SUMMARY:
The Storekeeper job's purpose is to purchase and deliver supplies to each department. Making sure supplies are there as needed.

QUALIFICATIONS:
- Minimum 1-year post-secondary certificate in Purchasing or Supply Management field
- 6 months to 1-year previous experience in a purchasing role, preferably in a hospital / healthcare enviro
- Previous experience with Ormed Materials Management System is an asset

EFFORT:
- Moderate degree of physical effort
- Average degree of Mental effort

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:
- Ship and receive goods, ensure product matches packing slip, follow-up with vendor for any discrepancies or damage as well as following up on back orders
- Returning outdated or incorrect products
- Managing par levels on inventory carts to ensure carts are stocked or deliver supplies where/when required maintaining a continuous supply of medical/surgical products, cleaning supplies, maintenance and other service supplies, e.g. laundry, dietary, housekeeping.
- Ordering supplies through purchase orders or electronically from Hospitals Materials Management System (HMMS) whose warehouses are off-site
- Ordering office supplies for multiple departments
- Sourcing new products as required
- Invoice matching and reconciling for processing of payment
- Meet or speak with vendor sales representatives for various supplies, equipment, in-services, demonstrations and trials, pricing and ordering information
- Answer phone calls and emails in a timely and efficient manner
- Obtain supplies for staff that enter in person and require immediate service (from the back-up supplies in stores).

HOURS OF WORK: Monday to Friday 7:30 to 3:30pm. Ability to work all shifts, weekends and holidays.

Interested applicants are asked to apply, in writing, complete with full resume, indicating their qualifications and pertinent skills to:

Human Resources
Listowel Wingham Hospitals Alliance
careers@lwha.ca

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Posting Date: May 15, 2026 @ 1:00pm Posting Deadline: Upon Successful Recruitment

LWHA is an equal opportunity employer. The Listowel Wingham Hospitals Alliance is committed to becoming an organization that honours and includes the diversity of the communities we serve, providing equitable and inclusive care. We value inclusion and diversity and will work to develop and maintain an organizational culture that is welcoming for everyone. We encourage applications from all equity-seeking groups, including but not limited to: Indigenous persons, visible minorities, persons with visible and/or invisible disabilities, persons who identify as women and persons of marginalized sexual orientations and gender identities. Accommodation is available for any part of the recruitment process upon request. Note: All hospital staff must meet mandatory immunization requirements.