



Personnel Posting # 15-26/27

**Permanent Full-Time Materials Management/Purchasing/ Accounts Payables Clerk
Internal/External Posting**

Santé Manitouwadge Health is now accepting applications for a ***Permanent Full-Time Materials Management/ Purchasing/ Accounts Payable Clerk position***. As a member of the Finance and Administration Department this position reports to the Director of Finance.

Qualifications and Experience:

- Post-Secondary Degree or Diploma in Administration and/or Accounting an asset
- Previous experience in Financial Accounting, Accounts Payable, Accounts Receivable or Purchasing
- Proficiency in the use of computer hardware and software, particularly in Microsoft Word, Excel, Outlook, MediSolutions and MediTech
- Effective oral and written communication skills, and excellent work ethics
- Proven organizational, interpersonal and problem-solving skills
- Must be able to work under pressure, and with attention to detail
- Regular Attendance Required

The **Materials Management/ Purchasing/ Accounts Payable Clerk** would perform the following duties and tasks:

- Responsible for all hospital procurement including capital assets, departmental orders, medical surgical stock and pharmacy stock.
- Responsible for managing and maintaining stock levels in Pharmacy
- Process bi-weekly cheque runs and electronic fund payments.
- Responsible for monitoring, updating and participating in Group Purchasing Organization contracts.
- Assisting the Director of Finance perform month-end duties including journal entries, drug inventory, and departmental supplies
- Required to liaison with the organization and support senior management

Deadline: Applications must be received by 8:00 a.m. Tuesday May 12th, 2026.

Start date: TBD

Apply to: Julie MacIntyre, Executive Assistant | applications@mh.on.ca
1 Health Care Crescent, Manitouwadge, ON P0T 2C0
807-826-3251 x 228

(Note: Please quote the personnel posting number “**PP15-26/27**” in your application. If you have not received an acknowledge receipt of your application within a day or two from sending your résumé, please call to confirm receipt.)

Date posted: May 1st, 2026

Upon request, accommodations due to a disability are available throughout the selection process Santé Manitouwadge Health is an equal opportunity employer. This posting is not for an existing vacancy.

****Santé Manitouwadge Health does not use AI in the selection or recruitment process****