



# Middlesex London Paramedic Service

## Employment Opportunity



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### Scheduler

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**Job ID:** 2025-SCH-01-EX

**Job Classification:** Non-Union

**Department:** Operations

**Hours of Work:** 40 hrs per week

**Location:** Middlesex-London Paramedic Service HQ

**Reporting To:** Director of Paramedic Services; Commander of Operations

**Status:** Permanent, Full-time

**Positions:** 1

**Salary:** \$32.70 per hour

**Posting Date:** March 18, 2025

**Closing Date:** April 1, 2025

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#### About Us

Middlesex-London Paramedic Service is responsible for providing 24-hour emergency and non-emergency pre-hospital medical care and transportation to individuals experiencing injury or illness. Our dedicated teams of highly qualified front-line paramedics work with up-to-date equipment and technology to give the residents and visitors of the Middlesex and London area the best service available.

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#### Job Summary

Reporting to the Director of Paramedic Services, the Scheduler works with leadership and staff to schedule shifts, including training and modified duty shifts for paramedic staff, maintain related data files, and prepare routine reports.

The Scheduler's principal task is to schedule paramedic staff in accordance with relevant policies and the Collective Agreement. The incumbent will also coordinate requests for vacation, time off, shift changes, and sick time bookings in consultation with Operations Superintendents. In addition, the incumbent will serve as part of the team supporting payroll processes. This position may require both day and evening shifts as determined by the Deputy Chief of Operations.

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#### Education and Qualifications

- Completion of Grade 12 or equivalent combination of education, training, and experience.
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#### Major Responsibilities

- Demonstrated administrative scheduling and payroll experience
- Minimum of 1-year related experience in an operations scheduling environment where time and attendance encoding were a principal function
- Previous experience working in emergency services would be considered an asset with an emphasis on scheduling staff
- Must possess excellent administrative and organizational skills including electronic database systems management, computer skills, and above-average knowledge of Microsoft Office software (specifically Word and Excel).
- Must be a self-motivated, self-directed worker that requires minimal supervision with the ability to multi-task duties and work under pressure to meet tight deadlines.
- Knowledge/familiarity with JBS Time Manager or other electronic scheduling software
- Experience pertaining to preparing, calculating, encoding, processing, reconciling and verifying all payroll related input such as attendance, vacation, and lieu time records



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- Excellent written and oral communication skills are required
- Excellent typing/keyboarding skills
- Possess tact, discretion, and sound judgement
- Confidentiality essential – responsible to handle sensitive staff information
- Able to prioritize, make decisions and meet deadlines in a fast paced and fluid work environment
- Telephone answering skills – calls require professionalism and diplomacy

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### Special Requirements

In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a successful Criminal Records Check.

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### What we Offer

Middlesex-London Paramedic Service provides competitive compensation complete with comprehensive health and dental benefits, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan.

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### How to Apply

Applicants interested in this opportunity, please submit a cover letter and resume via email to [applications@mlems.ca](mailto:applications@mlems.ca) by 16:30 on April 1, 2025.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

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### Closing Statement

Middlesex London Paramedic Service is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. In accordance with the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act and MLPS's Accommodation Policy, a request for accommodation will be accepted as part of the hiring process.

To avoid any delays in the recruitment process, if you require an accommodation, please provide your accommodation needs in advance. You may also be required to submit adequate medical/other documentation to MLPS to support your request for accommodation. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

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