



Middlesex London Paramedic Service JOB OPENING

Non Union

Job Title: Administrative Assistant (non-union position)

Location: MLPS Headquarters

Full Time/Part Time: Full Time (contract)

Post Date: October 30, 2023

Positions: 1

Job Opening ID: AA-11-EX

Standard Hours: 40 / week

Regular/Temporary: 1 year contract

Close Date: November 13, 2023

Job Summary

This position will provide a high level of secretarial and confidential administrative support to the management team of Middlesex-London Paramedic Service. The incumbent will have daily access to confidential and sensitive information related to all areas of the organization, including financial, payroll, human resources, and labour relations information. The incumbent will work in a complex environment that requires a high degree of sensitivity, responsiveness and a need to maintain confidentiality. This position requires generalized knowledge and experience in such areas as office administration, payroll systems, electronic database administration and employee record administration.

The incumbent may work independently at times to prioritize and balance workload to meet critical deadlines and target dates for assignments. The incumbent must be a highly motivated and energetic individual who enjoys the challenge of working in a dynamic, fast-paced environment.

Education and Qualifications

- Successful completion of a 2-year college diploma in Medical, Executive or Office Administration, or as acceptable by MLPS
- Knowledge of medical terminology and/or Paramedic Services.
- Basic understanding of how paramedic services work in Ontario.
- Understanding of office administration, basic finance and administrative systems, keeping updated on current best practices, tools/applications and procedures.

Knowledge, Skills and Experience

- Three years' experience in a computerized health related office environment.
- Advanced knowledge and demonstrated experience of Microsoft Office and proficiency in office technology and software.
- Excellent working familiarity with MS Windows, MS SharePoint, MS Excel, MS Word, MS Outlook Familiarity with MS Access and MS Project.
- Exceptional organizational skills and telephone skills in an independent work environment.
- Excellent typing/keyboarding skills.
- Demonstrated computer skills required.
- Must possess attention to detail, initiative and innovation.
- Possess tact, discretion and sound judgement.
- Excellent communication skills (both written and verbal).
- Confidentiality essential – must handle sensitive client and staff information.
- Telephone answering skills – calls require tact and diplomacy.
- Must have a strong degree of discretion and confidentiality.

Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check.
- In accordance with MLPS Policy, the position requires the incumbent to obtain a satisfactory driver's abstract report current within 30 days.
- It is the employee's responsibility to possess and maintain a valid and restriction-free driver's Class "G" license.
- Required to meet MLPS immunization criteria.



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Closing Statement

Applicants interested in the position may submit a cover letter and resume to applications@mlems.ca, quoting the job title in the subject line.

The deadline for submission is 4:00pm on November 13, 2023

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 accommodation to apply or if selected to participate in an assessment process, you must 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.

Applicant information is collected under the Municipal Freedom of Information Act, and will be held in confidence, and only be used for candidate selection. We are dedicated to equal opportunity employment.

Although we are very thankful for all applications, only those selected for an interview will be contacted.
