



Middlesex London Paramedic Service JOB OPENING

Non Union

Job Title: Administrative Assistant
Location: MLPS Headquarters
Full Time/Part Time: Full Time
Post Date: December 6, 2023
Positions: 1

Job Opening ID: AA-12-23
Standard Hours: 40 hrs/week
Regular/Temporary: Regular
Close Date: January 6, 2024

Job Summary

Reporting to the Senior Management Team, the Administrative Assistant provides day-to-day administrative support to Middlesex-London Paramedic Service. This position will assist a range of administrative activities primarily to the Community Paramedicine, Education and Professional Practice & System Oversight departments. Duties include general administrative duties, responding to inquiries from the public and internal staff, arranging meeting schedules and calendars, performing general clerical work, create and maintain record keeping systems, facilitate internal communications, schedule appointments and employee training dates.

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, electronic database administration and records administration.

The incumbent will 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, Skills and Experience

- Three (3) years' experience in a computerized health related office environment.
- Exceptional organizational and telephone skills in an independent work 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.
- Excellent typing/keyboarding skills.
- Superior communication skills (verbal and written)

Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a successful Criminal Records Check.
- It is the employee's responsibility to possess and maintain a valid and restriction-free driver's Class "G" license.
- The position requires the incumbent required to meet MLPS immunization criteria.



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How to Apply

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

The deadline for submission is 4:00 (EST) pm on January 6, 2024

If you are interested in this position, please submit your cover letter and resume to applications@mlems.ca by 4:00pm on January 6, 2024.

Closing Statement

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.

If selected to participate in the recruitment selection and/or assessment process, please contact hr@mlems.ca of the nature of any accommodation(s) that you may require. 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.

Accessibility: Documents are available in various accessible formats upon request. To make a request please email hr@mlems.ca