



# Middlesex London Paramedic Service

## Job Opening

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**Job Title:** Administrative Assistant  
**Location:** MLPS Headquarters  
**Full Time/Part Time:** Full-time  
**Post Date:** January 30, 2024  
**Positions:** 1

**Job Opening ID:** AA-01-30-EX  
**Standard Hours:** 40 hrs/week  
**Regular/Temporary:** Regular  
**Close Date:** February 27, 2024  
**Union/Non-Union:** Non-Union

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### Job Summary

Reporting to the Senior Management Team, the Administrative Assistant provides day-to-day administrative support to Middlesex-London Paramedic Service (MLPS). 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.

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### Education and Qualifications

- Successful completion of a two (2) year college diploma in Medical, Executive or Office Administration, or as acceptable by MLPS.
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### Knowledge, Skills and Experience

- Advanced knowledge and demonstrated experience of Microsoft Office and proficiency in office technology and software; MS Windows, MS SharePoint, MS Excel, MS Word, MS Outlook; Familiarity with MS Access and MS Project.
  - Three (3) years' experience in a computerized health related office environment.
  - Exceptional organizational and telephone skills in an independent work environment.
  - Excellent typing/keyboarding skills.
  - Superior communication skills (verbal and written)
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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.
  - Incumbent to possess and maintain a valid and restriction-free driver's Class "G" license.
  - Incumbent required to meet MLPS immunization criteria.
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### How to Apply

Please submit a cover letter and resume, along with any supporting documentation in confidence to [applications@mlps.ca](mailto:applications@mlps.ca) quoting the job title in the subject line.

**The deadline for submission is 4:00 pm on February 27, 2024**

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## Internal Job Opening

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### 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](mailto: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](mailto:hr@mlems.ca)

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