



# Middlesex-London Paramedic Service Employment Opportunity



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## Administrative Assistant

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**Job Opening ID:** AA-06-25-EX  
**Job Classification:** Non-Union  
**Department:** Operations  
**Positions:** 1  
**Location:** MLPS Headquarters, London, ON  
**Posting Date:** June 25, 2024

**Regular/Temporary:** Temporary  
**Part-Time/Full Time:** Full-time (Contract; up-to-12 mths)  
**Standard Hours:** 40 hours per week  
**Work Schedule:** Monday to Friday  
**Salary:** Starting Rate \$32.70  
**Application Deadline:** July 8, 2024

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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

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.

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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
  - 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.
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### Knowledge, Skills and Experience

- Three (3) 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.



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- 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.

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## How to Apply

Applicants interested in this opportunity are to submit a cover letter and resume by email to [applications@mlems.ca](mailto:applications@mlems.ca) by 4:00 pm on July 8, 2024.

Please ensure to quote the Job Opening ID number in the subject line of your email.

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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. Accommodations are available throughout the recruitment process.

If selected for an interview or to participate in an assessment process, you must provide your accommodation needs in advance, to avoid any delays in the recruitment process. 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.

Applicant information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be held in confidence and only be used for candidate selection purposes only.

We thank all applicants who apply, but only those selected to be interviewed will be acknowledged.

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