



# Middlesex-London Paramedic Service Employment Opportunity



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## Administrative Assistant , Professional Practice

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**Job Opening ID:** AA-07-15-EX  
**Job Classification:** Non-Union  
**Department:** Professional Practice  
**Positions:** 1  
**Location:** MLPS Headquarters, London, ON  
**Posting Date:** July 15, 2024

**Regular/Temporary:** Regular  
**Part-Time/Full Time:** Full-time  
**Standard Hours:** 40 hours per week  
**Work Schedule:** Monday to Friday  
**Salary:** Starting Rate \$32.70  
**Application Deadline:** July 29, 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

Reporting to the Commander of Professional Practice, the Administrative Assistant provides essential day-to-day administrative support to the Professional Practice division at the Middlesex-London Paramedic Service. This role involves handling sensitive information with strict confidentiality and a keen awareness of delicate matters. The Administrative Assistant will undertake a variety of tasks including responding to public inquiries, managing schedules and calendars, performing clerical duties, maintaining recordkeeping systems, scheduling appointments, taking messages, and facilitating internal communications.

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### Education and Qualifications

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

- 2 years of experience as an administrative assistant in the field of paramedicine
  - Exceptional organizational skills and telephone skills in an independent work environment.
  - Advanced knowledge and demonstrated experience of Microsoft Office and proficiency in office technology and software.
  - Excellent typing/keyboarding skills.
  - Excellent working familiarity with MS Windows, MS SharePoint, MS Excel, MS Word, MS Outlook Familiarity with MS Access and MS Project.
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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 29, 2024.

Please ensure to quote the Job Opening ID 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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