

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following existing vacancy:

Logistics Coordinator, Community Paramedicine, Northumberland Paramedics

Permanent, Full-Time

Hourly wage: \$28.73-\$35.86 based on a 35 hour work week.

Reporting to the Deputy Chief, Operations, you will work in a fast-paced environment and provide logistical supply and support to the paramedic department serving the Northumberland County community. Utilizing digital resources and software solutions you will organize, track, and oversee the equipment and medical stock and inventory for the paramedic department ensuring the adequate level and quality is maintained and delivered to our 6 base locations, and ambulances. You will assist in monitoring, booking, and movement of vehicles for mandatory services and preventative maintenance. You will be responsible for the County PAD Program. You will regularly and routinely collect used linen from hospitals, deliver for cleaning, and then replenish linen stores to the bases and ambulances. You will be responsible for the tracking and recovery of equipment and Linen that travel outside the County. Protect your own health and the health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding Occupational Health and Services regarding occupational health and safety. The ideal candidate will possess above-average organizational, prioritization and detailed – oriented skills.

Qualifications & skills:

- The ideal candidate will have a post- secondary education and/ or equivalent experience in inventory control management.
- Must be able to perform minor repairs and ongoing preventative maintenance on equipment and vehicles; and assist in the bi-annual inspection and preventative maintenance of stretchers, oxygen, and suction equipment as per the regulation.
- Exceptional customer service, interpersonal, and communication skills
- Knowledge of the Ambulance Act Employment Standards Act, Personal Health and Protection Act, and Ministry of Health legislation.
- Proficiency in Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint).
- Professional, responsive, and positive work attitude is essential.
- Able to work in a close and cooperative team environment

The successful candidate will also be required to submit a satisfactory criminal background check prior to the commencement of employment.

How to Apply:

We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)).

Please indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Thursday, May 23, 2024**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act