

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following vacancy:

Administrative Assistant, Northumberland Paramedics

Temporary, Full-Time (approximately 3 months)

Hourly rate: \$36.79-\$45.98 based on a 35-hour work week

Reporting to the Chief of Paramedics, this position serves as the primary point of contact for the Paramedic department. This position is responsible for performing general administrative duties, receive and sort mail, assist with the maintenance and update the company's social media pages, processing purchase orders, including , scheduling and preparing minutes for meetings, invoice tracking and payables, preparing correspondence, special event coordination, developing and maintaining HRI (Human Resources Inventory) files, vehicle files, and departmental uniform management. Assisting the Chief with presentations, such as data research, slide presentations, data integration, and ensure meeting the accessible guidelines.

Qualifications & skills:

- You have a college diploma or university degree in Business or Medical Office Administration or an equivalent combination of education and experience.
- Two (2) to three (3) years of direct work experience in an Administrative Assistant capacity.
- 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).
- Superior telephone manners and excellent verbal, written, and interpersonal communication skills.
- Professional, responsive, and positive work attitude is essential.
- Able to work independently and as part of a team.
- Strong organizational, time management, and multitasking skills.
- Excellent internal and external customer service skills.
- Able to perform with a high level of accuracy under tight, inflexible deadlines.
- Able to maintain filing systems and basic databases.
- Some experience working with computer software to analyze databases as well as completing basic data manipulation and analysis.

The successful candidate will be required to submit a satisfactory criminal record check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

What We Offer:

- **Comprehensive Health Plans:** We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- **Competitive Compensation:** We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- **Livable Communities:** Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- **Learning and Development:** Professional development is at the heart of our success, providing opportunities for growth and excellence.
- **Retirement Savings:** We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- **Employee and Family Assistance Plan:** Our wellness program includes health support and assistance to ensure your well-being.
- **Work-Life Balance:** We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

How to Apply:

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

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

We invite you to submit your application **by Friday, Thursday, October 31, 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.