



Employment Opportunity

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:

Administrative Clerk, Northumberland Paramedics - Scheduling

Temporary, Full-Time (18 month contract).

Hourly Wage: \$29.52-36.84 per hour, based on a 35-hour work week.

Work Location: 600 William Street, Cobourg, ON, K9A 3A5.

Reporting to the Chief of Paramedics, this position serves as the primary point of contact for the Paramedic department. This position will be responsible for general administrative duties, including employee scheduling, data entry, ambulance call report administration, minute taking, scheduling meetings and training, and new hire orientation.

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 Scheduling experience in a unionized environment.
- Knowledge of the *Ambulance Act*, *Employment Standards Act*, *Personal Health and Protection Act*, and Ministry of Health legislation.
- AMCTO diploma in Municipal Administration and scheduling certification considered assets.
- Proficiency in Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint). Experience with Time Manager scheduling software considered an asset.
- Exceptional customer service, interpersonal, and communication skills.
- Professional, responsive, and positive work attitude is essential.
- Able to work independently as well as within a close cooperative team environment.
- Strong organizational, time management, and multitasking skills.
- Excellent internal and external customer service skills.
- Ability to perform with a high level of accuracy under tight, inflexible deadlines, while following established existing collective agreements, policies, procedures, and legislative requirements.

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.

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 (.doc or .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, July 18, 2025** 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.