

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:

Scheduling Clerk

Permanent, Full-time

The Golden Plough Lodge is a 151-bed long-term care facility that is owned and operated by the County of Northumberland.

Reporting to the Administrator, you will be responsible for completing scheduling for all departments, maintaining staffing levels, managing short notice absences while adhering to Collective Agreements within the Golden Plough Lodge. Financially savvy, you will perform all scheduling duties in accordance with budgeting and contract restrictions. Other duties will include coordinating and communicating correspondence such as memos, forms, meeting minutes and other documents, processing incoming and outgoing mail, and answering and responding to telephone and email inquiries.

Qualifications & skills:

- You have a college diploma or university degree in Business or Medical Office Administration or an equivalent combination of education and experience.
- 1 or more years of direct work experience in an administrative assistant capacity, and direct scheduling experience an asset.
- Advanced proficiency in scheduling software. “Time Manager” and StarGarden experience is a definite asset.
- Able to write and format correspondence, including memos, letters, etc.
- You are proficient in Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint) and working knowledge of Point Click Care would be considered an asset.
- 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.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- Able to maintain filing systems and basic databases.

The successful candidate will be required to submit a satisfactory vulnerable sector 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 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 4:30pm on Friday, June 9, 2023**, 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.