

IT ASSET AND SCHEDULING COORDINATOR

Employment Status:	Permanent, Full-Time
Compensation Range:	\$27.15 - \$30.52 / 40 hours per week
Location:	London, ON
Union:	CUPE 101.5

POSITION OVERVIEW

Reporting to the Director of ITS, the IT Asset and Scheduling Coordinator is a customer-focused member of the ITS team, responsible for providing day-to-day administrative support to the department. This role plays a vital part in tracking and managing IT-related assets, including hardware, software, contracts, and support agreements. The IT Asset and Scheduling Coordinator will assist with scheduling technical services, contribute to asset management processes, and generate reports. This position requires handling sensitive information, so your discretion, confidentiality, and integrity in this role are essential.

QUALIFICATIONS

- 2-year post-secondary diploma in Office or Business Administration, Information Technology or other related discipline.
- One (1) year of job-related experience in an administrative position, preferably in an Information Technology related field.
- Experience working with asset management in an IT related role an asset.
- Criminal Record Check that is satisfactory to Middlesex County

WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters is in London; but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists. At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by **4:30 p.m. on January 26, 2026**.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.

This is an existing vacancy.

WHAT WE OFFER

Flexible Work Opportunities
Employee Recognition Events
Professional Development
Flex Time/Banked Time-Off
OMERS Pension Plan
Health and Dental Benefits
Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

**Join our team and build a
rewarding career!**

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



MIDDLESEX COUNTY POSITION DESCRIPTION

TITLE:	IT Asset and Scheduling Coordinator
REPORTS TO:	Director of ITS
DEPARTMENT:	ITS (Information Technology Services)
POSITIONS SUPERVISED:	N/A

POSITION SUMMARY

Reporting to the Director of ITS, the IT Asset and Scheduling Coordinator is a customer-focused member of the ITS team, responsible for providing day-to-day administrative support to the department. This role plays a vital part in tracking and managing IT-related assets, including hardware, software, contracts, and support agreements. The IT Asset and Scheduling Coordinator will assist with scheduling technical services, contribute to asset management processes, and generate reports. This position requires handling sensitive information, so discretion, confidentiality, and integrity are essential.

PRINCIPAL DUTIES & RESPONSIBILITIES

1. Provides day-to-day administrative support to the ITS department.
2. Inputs, reviews and processes IT asset information using the County's asset management system.
3. Assist in maintaining IT asset records, including hardware, software, contracts, and support agreements, using the County's asset management system.
4. Tracks and monitors the lifecycle of IT assets, ensuring timely updates in the County's asset management system.
5. Supports the Project Coordinator with asset-related tasks.
6. Support the IT Coordinator in the accurate recording of asset information related to Public Sector Accounting Board (PSAB) standards.
7. Assist in generating detailed asset reports to support budget development and financial planning.
8. Supports the Manager of IT Infrastructure and Technical Services in scheduling and coordinating service desk tasks, including computer builds, asset management, and equipment deployments, etc.
9. Generates periodic and ad-hoc reports as required.
10. Performs other duties as assigned.



QUALIFICATIONS

Education & Experience

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- One (1) year of job-related experience in an administrative position, preferably in an Information Technology related field.
- Experience working with asset management in an IT related role an asset.

Knowledge, Skills and Abilities

- Strong organizational, research, and prioritization skills, with the ability to troubleshoot and problem-solve effectively.
- Proficiency with Microsoft Office applications, including Outlook, Word PowerPoint and Excel.
- Excellent written and verbal communication skills, with attention to detail.
- Ability to work both independently and collaboratively in a team environment.
- Ability to work effectively in an environment with multiple priorities.