



Join our team as a:
IT Coordinator

Middlesex County is located in the heart of Southwestern Ontario. Situated along the 401 and 402 highway corridor, it covers an area of 2,800 square kilometers and it is home to eight municipalities. The County borders the north, east, and west boundaries of City of London.

The Information Technology Services (ITS) Department is located in downtown London with access to public transportation, shops, and restaurants. The ITS department operates in a shared services model providing comprehensive IT services to the majority of our local municipalities, Middlesex London Paramedic Services, Middlesex County Library and long-term care. The ITS department supports a wide variety of technologies including desktop applications, document management systems, cloud managed services, and network solutions.

Overview of the Position

As an integral, customer service focused member of the ITS team, the IT Coordinator's role is to provide day-to-day administrative support to the ITS department. The IT Coordinator will assist with the overall tracking of computer related hardware, software, contracts and support agreements, while providing project and procurement related support to the ITS department and supported business units and local municipalities. This position will also assist with the development of reports as required. This position, at times, will have access to confidential information so integrity, confidentiality and discretion are required. Based at the Middlesex County Building, occasional travel to remote sites as required.

Additional details and a full job description are available at www.middlesex.ca.

What We Offer

Middlesex County provides competitive compensation, complete with comprehensive health and dental benefits, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. The pay rate for this position is \$23.87 - \$26.83 per hour for 40 hours per week.

How to Apply

Interested candidates are invited to submit their cover letter and resume to Jessica Ngai, Human Resources Manager, by email at hr@middlesex.ca by **4:30 p.m. on Wednesday, June 3, 2020.**

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.

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.