



Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult

DNSSAB IS HIRING!

BULLETIN NO.: PS2026-25
POSITION: Operations Coordinator
DURATION: Non-Union, Permanent Full-Time

SALARY: \$66,266.58 to \$75,309.38
LOCATION: North Bay, ON

Under the general supervision of the Paramedic Services Chief and Deputy Chiefs, the Operations Coordinator provides confidential operational and administrative support for the Service. Uses judgement and discretion to work within broad policy limits defined by the Chief of Paramedic Services to support the department.

Qualifications:

- Successful completion of post-secondary diploma in Office Administration, Business Administration or a related field or acceptable combination of education and experience;
- A minimum of two (2) years' experience public services/health care sector;
- Demonstrated ability related to computer software and administrative functions (i.e. files maintenance, word processing, computerized spreadsheet applications, presentations, information input and retrieval);
- Computer literacy utilizing MS Office software applications is required;
- Thorough knowledge and experience of the Ambulance Act and the Employment Standards Act (ESA) is an asset;
- Understanding of emergency services specific requirements both locally and provincially,
- Demonstrates organizational understanding and leadership;
- Demonstrates interpersonal skills in dealing with public, staff, stakeholders and political partners/Board members;
- Experience in overseeing fleet, technical vehicle knowledge and equipment is considered an asset;
- Ability to communicate in both French and English is considered an asset;
- Flexibility of hours and location of work may be required;
- Valid Ontario Driver's license and a reliable and insured vehicle for use on the job.

Full-Time Permanent Employees Enjoy:

- OMERS Pension Plan
- Health, Dental, Vision, Life and Long-term Disability (LTD) Benefits
- Be Part of an Inclusive Work Culture
- Generous Vacation Entitlement
- Paid Sick Days
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion
- Business Casual Dress Code

www.dnssab.ca

Must be legally eligible to work in Canada. Police Record Check within three (3) months is a requirement.

This position is for an existing vacancy. Applicants must submit a current resume with a cover letter to the Human Resources Department by email at jobs@dnssab.ca indicating how their qualifications meet the requirements specified in the bulletin. Please ensure to indicate the bulletin number and position title for the specified posting you are applying for. Applications for the above position will be accepted up to 4:30pm, Wednesday, August 12, 2026.

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed. Applicants are encouraged to make their needs known to Human Resources in advance. DNSSAB does not use artificial intelligence or automated decision-making tools at any stage of recruitment.