

JOB OPPORTUNITY

JOB TITLE: CASUAL CLERK RECEPTIONIST
JOB REF NO: 59-2018
DEPT: ADMINISTRATION
SITE: RAINYCREST LONG TERM CARE
UNION / NON: CUPE

QUALIFICATIONS:

- Minimum Grade 12 high school graduation
- Demonstrated ability to read, write, speak and hear the English language, clearly and fluently
- Must have accurate keyboarding skills
- Ability to operate relevant office equipment
- Ability to meet and deal with the public tactfully and discreetly
- Dependable, competent, cooperative, versatile, neat in appearance, show initiative and work effectively in a crisis
- Must be able to meet and deal with the public with tact and judgement
- Competent and continued ability to carry out responsibilities
- Knowledge and experience in computer operation
- Demonstrated skills in Word, Excel, Power Point and Gold Care
- Understands and complies with Fire and Safety Regulations, Occupational Health and Safety Act
- Physically capable of performing the essential duties of the job.

RESPONSIBILITIES:

Under the general supervision of the Administrator, performs reception, clerical and scheduling duties relative to Rainycrest Long-term Care Facility's administration and support programs.

Interested and qualified candidates are invited to submit their resume and Employment Application form by using one of the following options:

1. Email to: Human.Resources@rhcf.on.ca
2. Fax to: 807-274-2898 Attention: Human Resources
3. Mail or hand deliver to: Human Resources, 110 Victoria Avenue, Fort Frances, ON P9A 2B7

Resumes accepted for consideration on our advertised positions must quote the job reference number along with the job title. We wish to thank all applicants, however, only those invited for an interview will be contacted directly.