



JOB POSTING

Administrative Assistant- PalCare CANADA SUMMER JOB

Margaret Bahen Hospice, a division of Better Living Health and Community Services, has an opening for the position of Administrative Assistant- PalCare. The successful candidate will assist in administrative duties and communication with staff, volunteers and Clients and also assist in managing company website.

This positions reports to: Training and Education Coordinator

The Successful Candidate for this Position Must Have the Following Qualifications:

- Completion of post-secondary education in Business Administration, Education or a related field is an asset
- Proficient in the use of computers, including the Microsoft Office suite
- Working knowledge of social media platforms (Facebook, Instagram, etc.)
- Successful completion of *Vulnerable Sector Screening* within one month of employment.

The Successful Candidate for this Position Must be able to:

- Assist with administrative duties such as record keeping, inputting data, maintaining schedules, and scanning of documents
- Communicate professionally and effectively with staff, volunteers and stakeholders
- Collaborate with community partners and external stakeholders as required
- Demonstrate ability to work individually and collaboratively as part of a dynamic team
- Demonstrate ability to work through customer issues to achieve a desired outcome
- Assist in supporting social media and website such as researching and writing social media content
- Adapt and change accordingly to plans and circumstances proactively
- Assist with staff and visitor screening

To be eligible to participate in Canada Summer Jobs, Candidates Must:

- Be between 15 and 30 years of age at the beginning of the employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the ***Immigration and Refugee Protection Act*** for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Note: This is a 16 week contract, working 35 hours per week.

SALARY: \$15 per hour.

LOCATION: 653 Queen St, Newmarket, ON L3Y 2J1

Please email or fax your cover letter and resume by **Friday May 6, 2022** to Human Resources

E-Mail: hr@betterlivinghealth.org

Fax: 416-510-1104

Better Living has established a mandatory vaccine policy. In order to be considered for an interview candidates must demonstrate that they are fully vaccinated, are in the process of being vaccinated, or have a substantiated medical or religious reason why they cannot be vaccinated.

Better Living is an equal opportunity employer and is in accordance with the Ontario Human Rights Code, Employment Standards Act and Accessibility for Ontarians with Disabilities Act. Applicants need to make their request for accommodation known when contacted. Thank you to all who express interest in this position and we welcome all resumes. However, only those granted an interview will be contacted.