



JOB POSTING
Customer Relation Clerk
CANADA SUMMER JOB

Margaret Bahen Hospice, a division of Better Living Health and Community Services, has an opening for the position of Customer Relation Clerk. The successful candidate will assist in providing and guiding families and community members and keeping track of inventory and documentation.

This positions reports to: Office and Facilities Coordinator

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

- Completion of post-secondary education in Business Administration or a related field is an asset
- Proficient in the use of computers, including the Microsoft Office suite
- Successful completion of Vulnerable Sector Screening within one month of employment

The Successful Candidate for this Position Must be able to:

- Provide information to families and community members
- Guide families and community member on tours of the residential hospice if applicable
- Communicate professionally and effectively
- Assist with office supplies and clerical duties such as keeping track of inventory and organization in the office
- Assist with supporting client file documentation such as scanning, faxing and data entry
- Demonstrate ability to work individually and collaboratively as part of a dynamic team
- Collaborate with community partners and external stakeholders as required
- Assist with screening visitors and staff as needed

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.