



Part-time Contract Administrative Assistant

Markhaven Home for Seniors is a publicly funded and inspected Long Term Care nursing home in Markham, recognized for the high quality of care and loving environment it provides to seniors in our community. Our 96-bed facility has been serving Markham and the surrounding area for more than fifty years.

Hours of work: 15 hours per week (8:00 am to 4:00 pm Thursdays and Fridays)

Duration: 3 month contract (may be subject to renewal)

Responsibilities:

- Provide administrative support by performing office tasks as assigned such as:
- Preparing paperwork for the nursing department such as resident charts and forms
- Filing and shredding
- Writing letters
- Conducting tours
- Taking inventory of residents' clothing
- Sending out monthly invoices
- Answering the telephone and in-person inquiries from family members
- Assist with and support admission process for new residents
- Other duties on an as-needed basis

Qualifications:

- Well-developed customer service skills
- Excellent communication skills and interpersonal skills
- Ability to be flexible and the willingness to assist in whatever office tasks are required
- Computer literacy including Microsoft Office
- Organizational and time management skills
- Previous experience in an office environment
- Post-secondary education in a related field of study
- Preference will be given to those with experience in a health care setting and Point Click Care software

Please submit your resume to the Office Manager / HR Coordinator at andrea.firth@markhaven.ca

Please note that if hired, your employment with Markhaven will be contingent on the results of a police vulnerable sector check and a two-step Mantoux tuberculosis test. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest but only those selected for an interview will be contacted.