



JOB POSTING

ADMINISTRATIVE ASSISTANT

Term Position - 48 hours Bi-Weekly
Available immediately, term ending approximately June 2019

Queens Manor is a continuing care home located in beautiful Liverpool, NS. At Queens Manor we value and respect our employees. Due to a medical leave, we are seeking an Administrative Assistant to join our enthusiastic staff team who are committed to making a difference in the lives of the 61 residents who call Queens Manor "home".

You will work closely with and be accountable to the Director of Finance.

Required Qualifications

- Current and clear criminal record and vulnerable sector check
- Strong computer skills (including Microsoft Word, Excel)
- Time management and organizational skills
- Ability to work and contribute productively in a busy team environment where interruptions are the norm rather than the exception
- Comfortable working among residents with varied health concerns and their families
- Accounts payable, accounts receivable or Sage accounting experience an asset
- Must be bondable

Duties & Responsibilities

- Greeting and directing visitors to Queens Manor
- Accepting donations and payments and providing required receipts
- Providing clerical support, including filing, to the Director of Finance
- Maintaining and ordering office supplies
- Sorting incoming mail/deliveries and preparing outgoing mail
- Other duties to be determined

Schedule:

This position is 48 hours every two weeks – the successful candidate will work 6 hours per day, 4 days per week (specific time and days to be negotiated with the successful applicant).

How to Apply:

Please submit your cover letter and resume to our Human Resources Department via email at hr@queensmanor.ca.