



The Elliott Community currently has an opening for a **Flexible Part Time Office Assistant**. All qualified applicants please email your resume to Human Resources at humanresources@elliottcommunity.org.

Flexible Part Time Office Assistant

The Elliott Community is a charitable, not-for-profit senior’s residence offering a continuum of residential and nursing services of the highest standards. This historical and unique facility in Guelph, proudly offers a variety of lifestyle choices; independent living in life lease suites, supported living in retirement suites, enhanced support in retirement plus and full nursing care in our long-term care residence.

Job Overview:

The Office Assistant is responsible for the front reception desk and related administrative functions. The Office Assistant has the important role of creating a welcoming environment by being the initial point of contact for our visitors.

Job Responsibilities:

- Provide excellent and timely customer service to customers, via telephone, e-mail and in-person
- Answer the main phone and greeting visitors in a professional and friendly manner
- Scheduling of PSWs in Long-Term Care (LTC) Department
- Perform daily clerical work to support all departments
- Type and mail / email correspondence to families
- Guest Suite, meeting room, and vehicle bookings in Outlook - SuperSass
- Photocopy, laminate, fax as required
- Enter maintenance requests in iMCare program and follow up
- Prepare weekly assignment sheets for LTC
- Distribute Staff Feedback Form for LTC staff
- Input menus for Dietary Services
- File and thin LTC resident charts
- Assembly of marketing folders
- Back up for the position of Administrative Office Assistant
- Other duties as assigned by the Executive Assistant

Qualifications:

- 1 to 2 years’ experience related to the duties listed above, normally acquired through the completion of a diploma in Business Administration, Office Administration or a related discipline
- Intermediate skills in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Courteous and professional telephone manner
- Must be warm and welcoming in dealing with residents, staff and general public
- Ability to maintain strict confidentiality and integrity
- Able to work with limited direct supervision and proactively handle work assigned

Requirements:

<i>Physical:</i>	Requires frequent and continued use of a computer, photocopier, phones and fax machine and involves lifting, reaching, stooping, walking, sitting.
<i>Emotional:</i>	Can be emotionally draining when dealing with frail and aging residents.
<i>Hours</i>	Two to three shifts weekly from 4:00pm–8:00pm Monday – Friday, plus 10:00 am – 6:00 pm alternating weekends. May include statutory holidays.

While we have an immediate need, the successful candidate must demonstrate a commitment to The Elliott Community's mission and values. We offer a flexible work environment, competitive compensation package and participation in the OMERS pension plan and extended health and dental benefits for qualifying staff.

In support of persons with disabilities, The Elliott Community asks that job applicants with disabilities who require accommodation in the recruitment and selection process, please advise Human Resources if contacted for an interview so that a suitable accommodation can be arranged. (In compliance with AODA, 2005, Integrated Accessibility Standards 2011, Employment Standards). If you require assistance in completing a job application due to a disability please contact Human Resources directly at 519 822 0491.