



# Job Posting

## Office Coordinator

### Permanent Full Time

(Salary Range: \$32.15-\$36.17)

Long Term Care – Lee Manor

The County of Grey Long Term Care Department is currently recruiting for a full time Office Coordinator at Lee Manor in Owen Sound, Ontario.

Join us and help make a difference in healthcare! We are proud to be home to 316 residents across our three long term care communities. Our team members pride themselves in providing exemplary person-centered quality care. Our “Colour It” philosophy is our framework and foundation that guides us to ensuring our residents and team members have a positive and rewarding experience. We are looking for enthusiastic caring individuals who are dedicated and have the desire to be part of a team that enriches the lives of others. Come join us and be part of our Colour It Care Team.

#### Position Overview:

The Office Coordinator is accountable to the Executive Director for the coordination of all functions within the business office. This includes the effective management of all financial accounts including accounts payable, accounts receivable, payroll, resident accounts, and staff personnel records in accordance with the County of Grey policies.

#### Required Knowledge, Skills and Experience:

- Use a variety of computer hardware and software and other technological tools appropriate and necessary to the performance of tasks
- Understand the concepts of business computer applications such as Microsoft Word, Excel, Email, and Internet using business vocabulary and language skills to produce accurate business correspondence by a specified deadline
- Collect, analyze, organize relevant information from a variety of sources
- Communicate clearly, concisely, and correctly in written, spoken, and visual form
- Must be able to use effective communication, problem-solving and interpersonal skills to assist with the completion of individual and team tasks and promote the image of the Corporation
- COVID-19 Immunization or valid medical exemption
- Post-Secondary School diploma in Business or other comparable training
- Experience in Finance, Payroll Administration and Human Resource functions
- Experience in Long Term Care is an asset

#### Information for Interested Candidates

A detailed job description and instructions on how to apply are available on the County’s website, [www.grey.ca/careers](http://www.grey.ca/careers)

Candidates for the above position are invited to submit resumes prior to the submission deadline:  
**Thursday, October 21<sup>st</sup>, 2021 at 4:30 p.m.** to:

Sheri Murphy, Support Services Lead  
The County of Grey Long Term Care Department  
595 9<sup>th</sup> Ave. E.,  
Owen Sound, ON N4K 3E3  
Fax: (519) 371-5406  
Email: [Sheri.murphy@grey.ca](mailto:Sheri.murphy@grey.ca)  
(Word or Adobe)

**We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.**

*The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance*

*Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.*

*Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.*