



Job Posting

**Scheduler (Permanent, Full Time)
(Salary Range: \$24.14 - 27.19 / Hour)
Long Term Care Department**

The County of Grey is currently recruiting for a Scheduler in the Long Term Care Department at Lee Manor.

The scheduler is accountable to the Office Coordinator and is responsible for scheduling staff for all departments. Works in an accessible area with frequent disruptions and distraction from residents, family members, visitors and staff that require assistance and information.

Knowledge and Skill

- Post-secondary education in Office Administration or other comparable training;
- Scheduling, Payroll and Front Office experience an asset;
- Strong knowledge of collective agreements and ability to interpret and apply scheduling language an asset;
- Must be able to use effective communication, problem-solving and interpersonal skills to assist with individual and team tasks;
- Excellent organizational skills, attention to detail and coordination skills; able to work calmly under pressure of meeting deadlines and handling multiple duties and competing priorities; verbal and written communication skills.
- Use discretion when dealing with confidential and sensitive information
- Ability to deal with the public and long term care facility resident population in a calm and professional manner;
- Understanding of the concepts of commonly used computer applications such as Microsoft Word, Excel, and Email.

Candidates for the above position are invited to submit resumes prior to **Friday, February 14th, 2020** at **4:30 p.m.** to:

Sheri Murphy, Administrative Assistant
The County of Grey
595 9th Avenue East
Owen Sound Ontario N4K 3E3
Fax: 519-376-5640
Email: Sheri.murphy@grey.ca
Web: grey.ca/employment/

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

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.

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.