

Office Coordinator

Permanent-Full time

(Salary Range: \$ 31.14 - \$ 35.02 / Hour)

Long Term Care Department

The County of Grey is currently recruiting for a full time Office Coordinator at our Rockwood Terrace long term care home in Durham, Ontario.

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.

Skills Required

- 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.

Training and Education

- 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;

Candidates for the above position are invited to submit resumes prior to **Tuesday, July 16, 2019** at **4:30 p.m.** to:

Karen Kraus, Executive Director
Rockwood Terrace
575 Saddler Street East
Durham, ON N0G 1R0
Fax: 519-369-6736
Email: karen.kraus@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.