



EMPLOYMENT OPPORTUNITY CHOICE⁸ PROGRAM The Good Samaritan Place

EMPLOYMENT OPPORTUNITY NUMBER	CP.08.004
CLOSING DATE	02 September 2008 @ 4PM
POSITION	Clerk II (Position effective as of September 01, 2008) Full Time
HOURS OF WORK	0800 -1600 hrs (Monday – Friday)
LOCATION	CHOICE [®] Program – The Good Samaritan Place
WAGE	\$13.19 - \$15.79 per hour

DUTIES

Under general supervision and reporting to the Day Centre Coordinator, this is a position to which a variety of clerical duties are assigned. The incumbent utilizes initiative and judgement in completing work assigned as well as handling incoming telephone calls, word processing, visitor reception, accounts payable and receivable, payroll and other clerical duties as required.

QUALIFICATIONS

Grade 12 supplemented by related business courses and computer training. Completion of a basic accounting course is an asset.

SKILLS REQUIRED

Excellent verbal and written English communication skills and the ability to type 50-60 wpm accurately required. Having strong interpersonal skills must be capable of dealing with residents, staff, families and general public effectively. Must be competent in the application of computers. Possess effective time management and organizational skills. Clerical, accounting and computer experience desired. Experience working with the elderly is an asset.

REQUIREMENT

A current and satisfactory Criminal Records Check is required for all new employees.

APPLY TO:

The Good Samaritan Society
Attn: Human Resources
8861 – 75 Street
Edmonton AB T6C 4G8
Fax: 780.431.4840, careers@gss.org

APPLICATIONS FOR EMPLOYMENT MUST BE RECEIVED AT THE RECRUITMENT OFFICE BY 4:00 PM ON THE CLOSING DATE. WE THANK ALL APPLICANTS, BUT ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED. WE REGRET WE ARE UNABLE TO ACCEPT TELEPHONE INQUIRIES.

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