

ESPANOLA REGIONAL HOSPITAL AND HEALTH CENTRE

Part-Time Environmental Services Clerk

We require one (1) Part-Time Environmental Services Clerk. The successful candidate will be responsible for assisting the Manager with all functions, processes and activities related to an integrated Food Services & Housekeeping Department. This includes ordering, menu planning, payroll, receiving, storing, controlling, processing and distribution of supplies and equipment, calling-in employees, scheduling changes and call-ins and all other support duties as assigned.

QUALIFICATIONS:

- Secondary School diploma and Community College diploma in Office or Business Administration, or equivalent experience.
- Demonstrated proficiency in computer applications (Microsoft Word & Excel)
- Superior organizational and time management skills.
- Excellent communication skills and strong interpersonal skills
- Minimum of two years' experience in a related field (food services or as a ward clerk)
- Understanding of WHMIS protocols.
- Bilingualism in French and English is an asset

To apply in confidence, please forward your resume together with a cover letter outlining your relevant experience and qualifications by **February 19, 2018**

Human Resources Manager
Espanola Regional Hospital and Health Centre
825 McKinnon Drive
ESPANOLA, ON P5E 1R4
Fax (705) 869-4039
Email: recruitment@esphosp.on.ca

Thank you for your interest. Only applicants who have been selected for an interview will be contacted.