



## Villa Saint Joseph-du-Lac Nursing Home

255 Highway #1  
Dayton  
Nova Scotia  
B5A 5A1

Telephone  
(902) 742-7128

Fax  
(902) 742-4230

### Employment Opportunity Administrative Assistant Term: July 6, 2020 to October 2021

Villa Saint-Joseph du Lac, a 79-bed Long Term Care Facility, is looking to fill this temporary full time position.

The following are job requirements but not limited to the list below:

- Answering phone, directing calls, greeting visitors, distributing mail, photocopying of documents and forms
- Entry of Accounts payable
- Maintenance of resident trust accounts
- Scheduling
- Admission of new residents, setting up files for departments, etc
- Requests from Management team.

The successful candidate must have excellent computer skills, knowledge of Microsoft Office (Word and Excel), and Simply Accounting. Knowledge of the scheduling program (Staff Schedule Care) or a similar scheduling program would be a great asset.

Salary: to be determined

Interested individuals may apply only by email to:

Judy Bonnanfant, Business Manager  
[jbonnanfant@yar.eastlink.ca](mailto:jbonnanfant@yar.eastlink.ca)