

Eastholme – Home for the Aged

JOB DESCRIPTION



Position Title: Administrative Support Clerk - TEMPORARY	Reports to (Direct): Director of Administrative Services
Department: Administration	Classification: TEMPORARY Non-union (exempt)
Hours per Week: 40	
Effective Date: September 2024	Replaces: December 2021

Position Synopsis and Purpose

(An overview of the job and how it connects to the big picture)

The temporary Administrative Support Clerk will provide support to the Administration department in a variety of areas including but not limited to, answering and directing telephone calls, updating resident records, copying and delivering printed materials to Home areas, filing (hard copy and/or digitization of files), basic bookkeeping and accounting tasks, etc. As a temporary role, the incumbent is expected to be adaptable and versatile and be willing to pick up related duties, as assigned, and fill in for vacancies and gaps in all areas of the Administration team.

Major Responsibilities (include but are not limited to):

(What does this job do and how is the time allocated)

All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

This job is expected to support the Administration team with accounting/bookkeeping duties as well as general office/administration work. This will include:

- Answer telephone calls, take messages, and direct calls to appropriate staff.
- Greeting visitors who enter the administration offices.
- Data entry of various types – resident information, financial transactions, vendor/supplier information, etc.
- Reconcile invoices and prepare for batch processing.
- Responsible for receipt of funds from staff, residents and family members.
- Perform electronic data processing duties, including Word processing and Excel spreadsheets.
- Prepare lists, labels and mail outs.
- File and maintain intake records and charts for residents.
- Photocopying, printing and sorting documents.
- Assist with creating orientation packages for new hires.
- Act as back-up for job postings to Careers Page and other websites.
- Work in compliance with the Occupational Health & Safety Act and the Long-Term Care Homes Act, and their regulations in performing duties in a safe manner and follow all relevant policies, procedures and legislation.
- Maintain confidentiality in accordance with all applicable privacy and protection legislation.
- Perform other duties as assigned