



1515, rue Pleasant View
Sherbrooke, QC J1M 0C6
(819) 569-0546 | gracevillage.ca

Job Description: Full time office clerk

Department: Business Office

Reports to: Corporate services Director

Grace Village is a non-profit seniors' residence. The clientele is predominantly English-speaking. Grace Village is committed to providing its customers with quality care and services in all aspects of their lives. Our care pavilion also offers a rewarding work environment, based on collaboration between teams, which also contributes to maximizing the development of our employees' skills and experience.

Job Description

As an Office Agent, you will be the first point of contact for visitors to Grace Village and will be responsible for providing information and guidance to visitors. Your role will involve providing excellent customer service and demonstrating empathy, sensitivity and discretion to all who visit Grace Village. You will also be the voice of our facility, relaying calls and messages to the appropriate people.

You'll also be called upon to collaborate with various departments, including the Human Resources department for welcoming and updating employee files, and to assist the administrative team with various clerical and administrative tasks.

Requirements:

- DVS in secretariat studies would be an asset,
- Minimum of one (1) year experience in an office/clerical role,
- Excellent communication skills, oral and written: English 8/10 and French 6/10,
- Proficiency with MS Office Suite (Outlook, Word, Excel),
- Proven customer service skills,
- Problem solving skills and the ability to multitask,
- Experience in a senior living environment (an asset).

Our mission is to provide compassionate, quality care and service in a caring environment for seniors in our community. If you are interested in joining our team, please send your resume and cover letter to Grace Village at rh@masscom.ca.

Thank you for your interest. Please note that only candidates selected for an interview will be contacted. Grace Village is an equal opportunity employer.

For more information, please contact Alain Martineau, director of corporate services:
819 569-0546 # 5021, amartineau@masscom.ca