

Oneida Long-Term Care Home

Administrative Services/Ward Clerk
Office Manager

Director of Administrative Services

Reports to: Administrator

Qualifications:

- Grade 12 Diploma
- Computer knowledge
- Experience in long-term care organization
- Human resource management skills required

Ward Clerk/Receptionist

Reports to: Administrator

Qualifications:

- Grade 12 diploma
- Computer knowledge
- Experience in long-term care organization
- Human resource management skills required

Please forward any questions or resumes: by Email, Fax or by regular mail to the address below.

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