

Lorraine Rest Home is accepting applications for
a PART-TIME OFFICE ASSISTANT

The successful applicant will be required to provide general Administrative support to the Home Administrator. Must have High School Diploma, with 3 years' experience as an Office Assistant, preferably within a healthcare environment. Provide general office support to The Home Administrator and general staff. A willingness to take on a variety of tasks and adapt to the challenges that the role may require, as needed. Must be computer literate, highly confidential and professional. Maximum 25 hours per week Monday through Friday. Please send résumé along with two references to **Lorraine Rest Home**, 4 Lorraine Drive, Warwick, WK05 by November 5, 2015 or by email to lrhcareeropportunities@gmail.com