

Elder Home Care Services

3 North Ridge Crescent Road, Devonshire DV05

Requires

Part-Time Cook (8 a.m.-1p.m.) Mon to Fri

Experienced and reliable Part Time Cook to prepare meals
for up to 16 seniors

Part-Time Office Assistant

We are seeking a part-time office assistant who is highly motivated,
detailed and enjoys working in a senior environment.

Duties and Responsibilities:

- Answer telephone/emails and be the front line liaison with clients and anyone requiring assistance
- Provide secretarial support and any other duties required to Administrator

Knowledge, skills and experience required:

- Working knowledge of Word, Excel and Powerpoint
- A professional personality who can work with people at all levels of the organization

References required

Telephone 292-1100 for directions and information

Please apply in person between 10 a.m. and 2 p.m.

Mondays through Thursdays