



**Administrative Assistant**  
**Summer Student (8 weeks in length)**

**Organization Background**

Glen Hill Terrace is a charitable, not-for-profit long-term care home, owned and operated by Durham Christian Homes. Glen Hill Terrace is located in Whitby, ON and newly opened in the spring of 2021.

**POSITION SUMMARY**

The Administrative Assistant student will work under the guidance of our Administration team to assist with office functions to support the various departments within the home.

The Administrative Assistant student is required to perform their duties in a manner consistent with the core values and employee guiding principles, ensure resident safety, and demonstrate customer service excellence.

**Tasks and Responsibilities:**

- Assist the Administration team as directed with such duties as organization, filing, data entry, preparation of outgoing mail, etc.
- Assist with the admission process as it relates to the business office, ensuring the required documentation has been completed and entered into the software;
- Assist with the preparation of deposits;
- Assist with reception coverage, greeting residents and visitors, delivery of mail to the residents as needed;
- Assist with the accounts payable process, reviewing invoices and data entry;
- Assist with accounts receivable monthly billings

**Important Note:**

The successful applicant must be fully vaccinated against COVID-19, including the 3<sup>rd</sup>. Booster, or equivalent.

**Qualifications:**

As this position has been made possible by the **Canada Summer Jobs Program** through the Government of Canada, all applicants must meet the following conditions:

1. Be between 15 and 30 years of age at the beginning of the employment period;
2. Must be a Canadian citizen, permanent resident or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
3. Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada.

**Duration, Hours of Work and Salary**

This position has been approved based on thirty-five (35) hours per week for a maximum of eight (8) weeks with an hourly wage of \$18.20. Placement end date not to exceed August 30, 2025.

Interested applicants may forward their resume in confidence by e-mail to [careers@dchomes.ca](mailto:careers@dchomes.ca); by fax 1-866-862-8905 or by mail to Durham Christian Homes, Attn: Human Resources, 200 Glen Hill Drive South, Whitby, ON L1N 9W5.

*We thank all applicants for their interest. Only those selected for an interview will be contacted.*