POSITION TITLE: Ward Clerk

Employment Type (FT, PT, Contract): Part Time  
Rate of Pay: 17.00/hour  
Job Location: Burlington  
Hours of Work: days/every second weekend required  
Start Date: January 27, 2020  
Application Deadline: January 24, 2020

COMPANY NAME: Wellington Park Care Centre  
Street Address: 802 Hagar Ave  
Phone: 905 637-3481  
Fax:  
Email: dina.camacho@wellingtonparkcarecentre.ca  
Website:

General Description of Duties:  
places orders for supplies and when supplies are received puts them away; audits; maintains supplies inventory; some staffing duties required

Skills and Experience Required:

How to Apply:  
in person or by email

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