

Job Opportunity

Eganville & District Seniors is hiring a Temporary Casual Office Assistant to assist with general office duties and support for Programs, Services, Activities, Fundraising, Finances and Statistics support, front line client service, filing and record keeping. Proficiency with databases, spreadsheets, word processing, Facebook, web page and advertising. Salary \$14.00 per hour.

Please submit resumes to Nora Shay, Eganville & District Seniors, 30 Bell Street, Eganville ON K0J 1T0 or e-mail nora@eganvilleseniors.com.

Deadline for applications: October 8, 2019.

Only candidates to be interviewed will be contacted.

