

# Park Manor Care – Posting

## Position Opening East Park Lodge Opportunity

October 16 2018

- Position:** East Park Lodge Clerk
- Date Open:** November 20 2018
- Hours of Work:** 3 hrs/day – 3 days/week
- Qualifications:** High School Graduate  
Clerical and office administration experience  
Computer literate, using Microsoft Office  
Good communications skills, able to interact well with seniors  
Criminal Record Check
- Job Summary:** The East Park Lodge Clerk will provide support and coordination and perform administrative work relating to the EPL Office and tenants of East Park Lodge. They will maintain a good relationship with all tenants, communicate regularly with administration and act as a liaison between East Park Lodge tenants and the Business Office. There will also be regular cooperation with Park Manor Care, ADP and SSGL staff.  
Complete Position Description available at the Business Office
- Applications:** Submit your resume and cover letter to:  
Executive Director  
Park Manor Care  
301 Redonda Street  
Winnipeg, MB R2C 1L7  
[cakre@parkmanor.ca](mailto:cakre@parkmanor.ca)
- Closing Date:** November 15 2018