

**Inverness County Home Support Society
Job Opportunity
Summer Student Position-Administrative Support**

We are looking for a dynamic individual to join our team for a (14) week period, from May – August. Duties include general office support, assist in verification of timekeeping for payroll, using scheduling software to match clients to home support staff in a timely and efficient manner, communicating with staff and clients regarding scheduling, as well as other assigned duties. This would be an ideal opportunity for someone with an interest in Health Administration or Business operations.

Applicants must be starting or returning to a full-time post secondary program in September 2021.

Deadline for application – April 23, 2021

Please apply in writing and send your resume to:

Inverness County Home Support Society
ATTENTION: Angela MacEachern, Agency Director
P.O. Box 100
30 Reynolds Street
Port Hood, NS B0E 2W0
Phone: 902-787-3449
Fax: 902-787-2626
Email: amaceachern@ichss.ca

Applications must be received by mail, email, or fax delivery by 4:00pm on the closing date.
Only candidates that meet the above requirements and are selected for an interview shall be notified.