

August 4, 2010



ADMINISTRATION

From time to time our office needs include typists, receptionists and special projects staffing.

Currently, we are seeking candidates to fill the following vacancies:

Bi-Lingual Typist

SERVICE AREA: Ottawa · Hamilton

SPECIFICS: Part Time to possible Full Time

Typist - Receptionist

SERVICE AREA: Halifax

SPECIFICS: Part Time to possible Full Time

RESPONSIBILITIES:

- Reporting to Field, Client or Branch Managers and performing various typical clerical functions

QUALIFICATIONS:

- Strong grammar skills and ability to write and edit in Whitehall Canada's surveillance report format.
- Fast, accurate typing skills with working knowledge of MS Office Suite, general computer functions and the internet.
- Motivated with good organization, multi-tasking and prioritization skills.
- Excellent communication skills.

All interested and qualified candidates are welcome to apply by forwarding their resumes to hr@whitehallcanada.com.