

June 15, 2011



## 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](mailto:hr@whitehallcanada.com).