

Community Living Chatham-Kent provides support and services for people who have diverse abilities to assist them to achieve their personal goals, facilitate relationships, enhance skill development and build social roles within their community.

Community Living Chatham-Kent is a progressive, people-oriented agency currently seeking a dynamic and self motivated person for the position of:

## **HUMAN RESOURCES / ACCOUNTING ADMINISTRATOR**

This position will organize and implement duties related to Human Resources and Accounting functions.

### Qualifications:

- Must have two years post-secondary education in a related field and three years' experience with progressive responsibilities.
- Must have access to a vehicle and possess required vehicle and liability insurance.
- Further qualifications as outlined in the job description.
- Human Resources and/or Accounting experience is an asset.
- Fully Vaccinated against COVID-19 as per agency Policy.

### Skills:

- Excellent oral and written communication skills;
- Strong interpersonal skills;
- Organizational and concentration skills;
- Detail oriented and problem solving skills;
- Excellent time management skills and the ability to prioritize work;
- Ability to work as a member of a team.

Hours: 40 hours per week

Wage Range: \$28.79 to \$30.20 per hour

Please submit your résumé by January 26, 2024 to:

Heather Robertson, Human Resources Administrator, Community Living Chatham-Kent, P.O. Box 967, 650 Riverview Drive Unit 2, Chatham ON N7M 5L3, or electronically to [hrobertson@clc-k.ca](mailto:hrobertson@clc-k.ca) or fax 519-352-5459.

Community Living Chatham-Kent embraces a culture of diversity and inclusion, and welcomes applications from all qualified persons. Physical accommodations required during the hiring process will be made upon request.

We thank all applicants; however, only those selected for an interview will be contacted.