



CUMMINGS JEWISH CENTRE FOR SENIORS

JOB POSTING

JOB TITLE: Claims Conference Coordinator
DEPARTMENT: Administration
DIRECT SUPERVISOR: Claims Conference Manager
SCHEDULE: Full-time, hybrid position
STAR DATE: March 2024

SUMMARY

The Cummings Centre is a non-profit community centre committed to enhancing the quality of life of seniors and promotes positive attitudes about aging. The selected candidate will be responsible for providing technical, administrative, and organizational support to the Program Manager of Services for Holocaust Survivors and the Social Services Department at the Cummings Centre.

DUTIES AND RESPONSIBILITIES

- Data entry of transactions into our software as well as excel reports;
- Provide logistical support for the completion of relevant detailed reports;
- Ensure appropriate turnaround time on all data entry;
- Proactively verify data;
- Collaborate with other administrative and social services support staff;
- There may be other departmental or agency responsibilities assigned as required.

EDUCATION, EXPERIENCE AND SKILLS

- Cegep or certificate in administration or/or general accounting
- Minimum of 3 years of relevant experience
- Understanding of accounting concepts and prior experience reconciling bank accounts and/or inventory;
- Capable of handling a high volume of transactions in a proficient and efficient manner
- Strong organizational, analytical, enjoy multi-tasking, and able to prioritize

- Able to work autonomously, good interpersonal skills, a team player
- Must understand the importance of privacy and confidentiality of our clients information
- Customer service oriented
- Proficient in MS Office (Word, Excel, Outlook). Very comfortable creating and working with excel reports.

We thank all interested candidates for their interest; only those considered for the position will be contacted for an interview.

We encourage people from minority and racialized groups to apply. We welcome diversity in our workplace.

Interested candidates may submit their resume to HR at: HR@cummingscentre.org