



March 13, 2008

HomeCare West is a dynamic and fast growing company that provides quality home care assistance for seniors.

HomeCare West is looking to hire a recent grad from either the Medical Office Assistant or Administration Assistant programs.

Please forward your resume to the following:

Email: [info@homecarewest.com](mailto:info@homecarewest.com)

Address: HomeCare West  
P.O. Box 91097  
West Vancouver, BC V7V 3N3

Attention: Tammy

Web page: [www.homecarewest.com](http://www.homecarewest.com)

Title : Client Care Coordinator

Qualifications:

- Strong organizational skills
- Disciplined to work independently
- A master of multi tasking
- Excellent telephone manner
- Exceptional listening skills
- Must be computer literate



- Proficient in MS Word, Excel, Access along with email and internet
- Must have a "happy to help" attitude

**Main Duties:**

- Scheduling staff with clients
- Liaison with client's and client's advocate
- Answer enquires from the public
- Maintain employee data base
- Maintain client data base
- Handle duties as assigned

The job will be for 8.5 hours per day, Monday to Friday, 8:30am - 5:00pm.

This position will be located in a home office in North Vancouver - Deep Cove area.

Starting salary is \$15.00 per hour.

Pre-grad welcome to apply as start date is to be determined, possibly May 2008.

The position is to replace for a 1 year maternity leave, however, may lead to permanent employment.