

**Permanent Part-time Office Position**

Meals and More delivers frozen meals to individuals in their homes in South East New Brunswick and Amherst, Nova Scotia. Customers being serviced include seniors and individuals of all ages with physical and mental challenges and mental illness.

Routine of Meals and More

Weekly

Monday: office hours 8:00 am-4:00 pm but all orders must be faxed prior to leaving so day may be extended as needed (usually by 5 pm but may be as late as 7 pm if working alone)

* Call customers, enter sales into computer, both on website and Sage Accounting
* Scan and email orders to packers

Tuesday: office hours 8-5:30 pm but all customers must be contacted so day could be extended as needed

* Call customers, enter sales into the computer, both on website and Sage Accounting
* Scan and email orders to packers
* Do preparation of order forms to be left with clients with their next delivery
* Print orders packers email to you at the end of day and put in order of routes

Friday: TBD may be 4 hours- exact time to be agreed upon

* Process payments in the computer
* Update log book
* File delivered orders

As office clerk you will be responsible to:

* Respond to customer inquiries via telephone, mail, and email
* Respond to inquiries and direction from health care professionals
* Telephone customers to obtain their order: scan and email orders
* Process customer orders and payments into Sage Accounting computer program
* Maintain log book of customers
* Clean and sanitize office weekly

Must:

* Provide RCMP security clearance
* Provide 2 references of individuals who have known you for at least three years (references from previous employment are preferred)
* Agree to Family and Community Services prior contact check
* Sign and abide by strict confidentiality code
* Be comfortable speaking to individuals with mental challenges and illness
* Able to work independently
* Have a valid driver’s license

Assets:

* Experience working with persons who are seniors , low income, physically and mentally ill and mentally challenged
* Able to communicate orally in French
* Familiar with Sage Accounting
* Willing to cross train and be alternate delivery person

Wage $15.00 per hour

Apply by email to janet@mealsandmore.ca