



Canada Summer Jobs Posting: Administrative Clerk
Employment opportunity: 30 hours per week for a 6-week duration

The Teresa Dellar Palliative Care Residence is looking to hire an **Administrative Clerk** to work this summer.

Under the direction of the Executive Assistant and Office Coordinator the successful candidate will have responsibilities that will include completing general office work, filing, and support to the Receptionist as needed. Orientation training will be provided.

REQUIREMENTS

- You are available to work during the day, including weekends.
- You are available to work for six consecutive weeks between May-July 2026.
- You are bilingual.
- You are flexible, pay attention to detail and have excellent teamwork skills.

ELIGIBILITY

- You are between 15 and 30 years of age at the start of employment.
- You are a Canadian citizen, permanent resident or whom refugee protection has been granted.
- You have a valid Social Insurance Number at the start of employment and are legally eligible to work in Canada.

ABOUT US

The Teresa Dellar Palliative Care Residence is a 23-bed, community-based, non-profit organization that strives to deliver superior care to terminally ill patients. Our goal is to provide emotional, physical, psychological, and spiritual care for patients and their families in a quiet home-like setting. For more information, please visit <https://residencesoinspalliatifs.ca/en/>.

APPLICATION

If you are interested in submitting your candidacy, please send your CV by email to careers@tdpcr.ca no later than **May 15, 2026**, with the **subject heading of “Canada Summer Jobs- Administrative Clerk”**. Thank you for understanding that we are only able to contact those candidates who are selected for an interview.