



18th January, 2012

Registration Assistant

Overview

The Atlantic PATH is the largest cancer research project ever undertaken in Atlantic Canada. We collect lifestyle information, biological samples and physical measurements from men and women aged 35 to 69 who volunteer to take part in this landmark study into how genetics, environment and lifestyle contribute to the development of cancer. We also track participants' health for 30 years through cancer registries, hospital records and other health-related databases.

Job Description

We have an opening in our registration office. The successful candidate will have a proven customer service background, have the ability to speak and write French fluently, be comfortable and accurate with computer/data entry and pay attention to detail. Flexibility, team-work and a positive attitude are essential to the role. Training will be provided.

Duties include:

- maintaining contact with individuals interested in joining our study, both French and English
- following up with study participants
- responding to email communications
- data-base entry of study information

Qualifications:

- Ability to speak and write French is essential
- Experience in customer service
- Accurate keyboarding skills
- Good communication skills
- Experience with MS Excel & MS Word an asset

Start date: ASAP

Salary: \$14.00 hourly

Position closes: recruitment will continue until the position has been filled

To Apply

Please send a cover letter and résumé, preferably by **email**, to:

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1494 Carlton Street
Halifax, NS B3H 3B7
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