



Administrative Support

GEF Seniors Housing is the largest provider of affordable supportive living residence for low income seniors in Alberta. As a leading provider of safe, affordable, quality accommodations, we offer competitive salaries & excellent working conditions for our team of employees.

Details: Full time days, 40 hours per week, Monday to Friday 8:00 A.M – 4:30 P.M.

Pay Range: \$15.50 to \$22.55 per hour

Location: Central Services, 14220 – 109 Avenue, Edmonton, Alberta T5N 4B3

Typical Duties:

The successful candidate will be responsible to answer the main Central Services phone lines, respond to housing inquiries via phone/email, welcome guests, process invoices, process housing applications, maintain filing system, develop written processes for reception training, assist other department and site staff with administrative duties, coordinate courier, process daily mail and faxes, order office/kitchen supplies, be a member of various office sub-committees, and perform regular daily office related duties.

Experience/Education Preferences:

- Strong English communication skills, both written and verbal are required
- High school diploma or equivalent is required
- Strong computer skills in Microsoft Office is required

Other Requirements:

- Strong customer service skills along with the ability to interact with seniors and the public in a respectful manner
- Must be able to work with minimal supervision and maintain confidentiality also must have the ability to remain calm and effective in stressful situations.

Please send your resume quoting job posting number (A01) ADS 13 APHAA by October 13, 2017 to:
Human Resources, GEF Seniors Housing
14220 - 109 Avenue, Edmonton, AB T5N 4B3
Fax: 780-482-4054 | Email: jobs@gef.org

Internal applicants: Please advise your supervisor or manager of your intent to apply.

The successful applicant will be required to undergo a criminal records check.