



# Office Administrator

*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, 8:00 AM to 4:30 PM

**Schedule:** Week 1, 2, & 4 – Saturday to Monday, Wednesday to Thursday; Week 3 – Monday to Friday

**Pay Scale:** \$15.50 - \$22.55 per hour

**Location:** Beverly Place, 4410 – 117 avenue, Edmonton, AB, T5W 4Z8; Barvinok, 3625 – 116 Avenue, Highlands Place, 6209 – 118 Avenue, Avenwood Corner, 11909 88 Street; Buchanan Manor, 8804 121 Avenue, Edmonton AB. (*Travel between sites will be required, mileage paid*)

## Typical Duties:

General clerical, data entry and reception duties. File maintenance using Record Information Management (RIM), coding invoices, preparing bank deposits and rent reconciliation. Assisting with tenant services, coordinating bus outings, preparing activity calendars and posters. Organizing and conducting facility tours, dealing with tenant queries and emergencies in the Managers absence.

## Experience/Education Preferences:

- Strong English communication skills are required, both written and verbal
- High school diploma or equivalent is required
- Previous experience in a computerized office setting with strong knowledge of Microsoft Office and Excel is required
- Experience working with seniors is an asset

## Other Requirements:

- Must have a vehicle and valid driver's license
- Strong customer service skills, including the ability to interact with seniors in a respectful manner
- Ability to meet deadlines and respond calmly to stressful situations
- Strong organizational and computer skills

**Please send your resume quoting job posting number (B60) OA 10 APHAA until filled 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.*