



Assistant Manager

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. (Hours may vary)

Pay Scale: Commensurate with education and experience

Location: Meadowlark Place 8609 - 161 Street; (travel to sites within the portfolio will be required, mileage paid)

Typical Duties: Responsible for overseeing apartment and lodge operations in the manager's absence, may be responsible for overseeing and supervising various departments; as well as the following resident services: application assessments, rent reviews, move ins & move outs, rent collections, deposits and general resident relations. Accountable for dealing with customers such as home care, contractors, residents' families etc. The successful candidate will support the Health & Safety program, assist with payroll, coaching and mentoring staff as well as other site specific duties as assigned.

Experience/Education:

- Strong English communication skills, both written and verbal
- High school diploma or equivalent
- Diploma or Degree in a related field would be an asset
- Minimum three years of experience working in a supervisory or management position
- Strong computer skills in Microsoft Office
- Experience working with Seniors is an asset

Other Requirements:

- Strong customer service skills including the ability to interact with seniors in a respectful manner
- Strong leadership and organizational skills with a flexible and collaborative approach
- Strong negotiating and conflict resolution skills and ability to problem solve
- Must have vehicle and valid driver's license

Please send your resume quoting the job posting number

(M60) AMGR 2 by (Open 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.