



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 AM to 4:30 PM

Pay Scale: Commensurate with education and experience

Location: Kiwanis Place Portfolio, 10330 – 120 Street NW, Edmonton, AB, T5K 2A6 (*travel between other GEF sites is required, mileage paid*)

Typical Duties:

Responsible for overseeing lodge operations in the manager's absence. The assistant manager may be responsible for overseeing building operations, supervision of the site staff; 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 Preferences:

- 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 everyone in a respectful manner
- Strong leadership and organizational skills with a flexible and collaborative approach
- Strong negotiating and conflict resolution skills
- Must have vehicle and valid driver's license

The position is open until filled

Please send your resume quoting job posting number (K20) AMGR 1 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.