

# Assistant Portfolio Manager

GEF Seniors Housing is the largest provider of affordable supportive living residences 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:** Montgomery Place Portfolio, 9420 - 92 Street, Edmonton, AB T6C 4M9 (travel between sites is required, mileage paid)

## Typical Duties:

Directly reporting to the Portfolio Manager this position is responsible for assisting the Portfolio Manager in ensuring that the organization's Mission, Vision and Quality of Life Philosophy are reflected in the development and nurturing of relationships with tenants, staff, families and partner agencies. The Assistant Portfolio Manager assists the Portfolio Manager in overseeing the day to day management of assigned buildings, ensuring that tenants and families are engaged in a respectful, dignified and compassionate manner. This position supervises and works with staff from various departments such as administration, maintenance and housekeeping to ensure that all interactions with tenants and their families, are undertaken respectfully; resolving client's complaints or concerns, evaluating requests, and ensuring transparency and fairness in service delivery. In addition, the Assistant Portfolio Manager is responsible for managing the human resource functions at the site level, including training, performance management and attendance management as well as participating in the implementation of GEF's comprehensive Health, Safety and Wellness Program initiatives and overseeing all relevant legislative audits and inspections and other duties as assigned by the Portfolio Manager.

## Experience/Education Preferences:

- Strong English communication skills, both written and verbal
- High school diploma or equivalent is required
- 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

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



## Other Requirements:

- Respected leader, good mentor and coach with a flexible and collaborative people-focused approach
- Superior interpersonal skills
- Strong problem solving and conflict resolution skills
- Strong customer service skills and the ability to interact with everyone in a respectful manner
- Must have vehicle and valid driver's license

Please send your resume quoting job posting number (M32) AM 4 by October 26, 2020 to:

**Human Resources**  
**GEF Seniors Housing**  
14220-109 Avenue  
Edmonton, AB T5N 4B3  
Fax: 780-482-4054  
Email: [jobs@gef.org](mailto:jobs@gef.org)

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

