

# Administrative Support

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, and the opportunity to positively contribute to our clients' quality of life.

**Details:** Part time, Days, 22.50 hours per week, 7:30 AM to 3:30 PM, 2-week rotating schedule

**Schedule:**

**Week 1:** Friday, Tuesday, Wednesday

**Week 2:** Saturday, Sunday, Monday

**Pay Scale:** \$20.30 - \$25.80 per hour

**Locations:** Ottewell Manor, 6675 – 92 Avenue, Edmonton AB, T6B 0S3; Ottewell Terrace, 6315 – 92 Avenue, Edmonton, AB, T6B 0S3; Gateway Manor, 4215 – 102 Avenue, Edmonton, AB, T6A 0M5; Grace Garden Court, 6303 – 104 Avenue, Edmonton, AB, T6A 6C5 (*travel to other GEF sites may be required, mileage paid*)

**Typical Duties:** General clerical, data entry and reception duties. File maintenance using Record Information Management (RIM). Processing invoices, ordering office supplies, preparing tenant rent reconciliation. Staff scheduling, adjusting time cards, organizing staff training. Responding to emergency calls, scheduling appointments, support managers and supervisors with project work and other site-specific duties as assigned.

**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 skills in Microsoft Office and Excel is required
- Experience working with seniors is an asset



**Other Requirements:**

- Must have a vehicle and valid driver's license and submit a copy of the driver's license
- Strong customer service skills, including the ability to interact with everyone in a respectful manner
- Ability to meet deadlines and respond calmly to stressful situations
- Must be able to work with minimal supervision and maintain confidentiality

**Please send your resume quoting job posting number (O45) AS 7 to:**

Human Resources  
GEF Seniors Housing  
Email: [jobs@gef.org](mailto:jobs@gef.org)

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

*This job competition will remain open until a suitable candidate is found*

The successful applicant will be required to undergo a criminal records check and be fully vaccinated against Covid-19.

