

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

Reporting to the Chief Operating Officer (COO), the Portfolio Manager is responsible for overseeing all aspects of the portfolio's multi-property operations including but not limited to: residents and tenants, potential residents and tenants, visitors, families, staff and contractors, as well as managing the following resident and tenant services: resident and tenant relations, move-in/move-out, coordinating and supporting client/applicant tours, suite inspections, and addressing concerns, emergencies, and issues while being in compliance with GEF policies and procedures, and all relevant legislation and provincial standards. The Portfolio Manager will establish and maintain working partnerships with community agencies, provide financial and facility oversight, facilitate human resource planning and performance management and support organization-wide initiatives.

Experience and Education:

- Strong Interpersonal skills with a positive people focus
- Post-secondary diploma/degree in a related field
- Minimum five 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:

- A strong customer service orientation including the ability to interact with seniors in a respectful and meaningful manner
- Strong leadership, communication, and organizational skills
- Proven ability to provide problem-solving solutions and effectively resolve conflict
- Ability to flex hours of work for some evening and weekend presence at the portfolio sites through the year
- Must have a valid driver license and own vehicle, and submit a copy of the driver license upon request

Please send your resume quoting job posting number (M32) PM 6 by May 20, 2022 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 record check and be fully vaccinated against Covid-19.

