

Assistant 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.

Details: Full-time, 40 hours per week, Monday to Friday, 8:00AM to 4:30PM (*evening and weekend shifts as needed; travel between GEF sites is required, mileage paid*)

Pay Scale: Commensurate with education and experience

Typical Duties: Reporting to the Portfolio Manager, the Assistant Manager is responsible for supporting the Portfolio Manager in overseeing the day to day management of assigned buildings while ensuring that the organization's Mission, Vision, Values and Quality of Life Philosophy are reflected in the development and nurturing of relationships with residents, tenants, staff, families and partner agencies. The Assistant Manager will: support GEF's operational objectives by ensuring that initiatives and processes are effectively communicated and implemented at the portfolio and site level; supervise and work with front line staff to ensure that all interactions with residents, families, and tenants are undertaken in a respectful, dignified and compassionate manner ensuring transparency and fairness in service delivery; work with the Portfolio leadership team to prepare annual portfolio budgets in collaboration with the Finance Department; manage the human resource functions at the site level, including training, performance management and attendance management of staff; champion and actively participate in the implementation of GEF's comprehensive Health, Safety and Wellness Program initiatives, and other duties as assigned by the Portfolio Manager or designate.

Experience and Education:

- Strong Interpersonal skills
- Post-secondary diploma/degree is preferred
- Minimum three years 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
- Ability to provide problem-solving solutions and work towards resolution of issues as they arise
- 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 (S55) AM 2 by May 31, 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.