

## ASSISTANT MANAGER

GEF Seniors Housing is the largest non-profit social housing operator for seniors in Alberta and is a registered charity. We are passionate about supporting the quality of life for seniors in every facet of our operations, and we are searching for a like-minded professional to fill our Assistant Manager role.

Reporting to the Portfolio Manager, the Assistant Manager is responsible for overseeing the day-to-day management of the assigned buildings, 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, families, staff, and partner agencies.

### Key Responsibilities:

- Support GEF's operational objectives by ensuring that initiatives and processes are effectively communicated and implemented at the portfolio and site level.
- Support respectful, dignified, and compassionate interactions with clients, their families, and staff, ensuring transparency and fairness in service delivery.
- Ensure the effective management of client files and records.
- Support 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 Health, Safety and Wellness Program initiatives.
- Other site duties as assigned by the Portfolio Manager or designate.

### Qualifications and Competencies:

- Post-secondary Degree is preferred.
- Minimum three (3) years' experience working in a supervisory or management position.
- Experience working with seniors is an asset.
- Strong computer skills in Microsoft Office.
- Strong written and verbal communication skills.
- Strong interpersonal & customer service skills, with the ability to interact with everyone in a respectful manner.
- Strong leadership, communication, and organizational skills.
- Ability to provide problem-solving solutions and work towards resolution of issues as they arise.

### Requirements:

- Must have a valid driver's license and own vehicle and submit a copy of the driver's license upon request.
- Must have ability to flex hours of work for some evenings, nights and weekends.

**Details:** Full time, Days, 37.5 hours per week, Monday to Friday, 8:00 AM to 4:00 PM, Evening, night and weekend hours as required.

**Pay Scale:** Commensurate with education and experience.

**Location:** GEF locations throughout Edmonton. (travel between sites is required, mileage paid)

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



Join Our Team

Apply Today!

Join our passionate team! GEF Seniors Housing is the perfect place for individuals who want to make a real difference in the lives of seniors. If this role sounds like a match for your skills and values, we can't wait to hear from you. Together, let's create a fulfilling living environment for our seniors.

Please send your resume quoting job posting number: (A01 AM 10) to Human Resources – [humanresources@gef.org](mailto:humanresources@gef.org)

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