

## **About Bethany**

Bethany Care Society (Bethany) is one of Western Canada's largest not-for-profit providers of care, housing, and community services for seniors and adults with disabilities. Since 1945, Bethany has provided high-quality, person-centred care focused on the unique physical, emotional, and spiritual well-being of our residents and tenants. We create caring communities to support Albertans to age well.

## **Why Bethany?**

Bethany has won Alberta Top Employer for 15 years for the programs we invest in for our employees. We offer top-ups for maternal leaves, generous vacation and leave time, competitive salaries, benefits, and retirement savings programs. We are committed to employee well-being and giving back to our community. We invest in our people because they are the reason for our success.

For more information, check out this video about [Working at Bethany](#)

**\*INTERNAL APPLICANTS\*** Internal applicants **must** utilize their [@bethanyseniors.com](mailto:@bethanyseniors.com) email address in order to be considered for the role; failure to do so may result in omission from the selection process.

## **About the Role**

As the Site Manager, you will be responsible for the overall operation of a senior's affordable independent housing community which includes ensuring excellent relations are maintained with tenants, Bethany employees and others, maintaining building occupancy, managing building revenue and expenses by operating within approved budget, ensuring high quality maintenance and repair services of property through direct supervision of the site's maintenance personnel and actively participating in department team initiatives.

## **What You Will Do**

Situated in SE Calgary at Bethany's Riverview Campus of Care, the position will oversee all aspects of three seniors affordable apartment buildings with a total of 357 units

- Responsible for overall property management and operation of the site including but not limited to ensuring property is very well maintained, meeting or succeeding occupancy targets, and effectively managing operating budget

- Engaging tenants by cultivating positive interactions with current and prospective tenants, their families, and staff, promoting a sense of belonging and community.
- Champion a culture of service excellence by designing and implementing tenant-focused services that enhance overall well-being and quality of life.
- Fostering strong, collaborative partnerships with community agencies and organizations, enhancing our commitment to support tenants to age well within the community.
- Uphold a safe and secure environment for tenants, staff, and yourself by rigorously adhering to safety guidelines and best practices at all times

### **What You Bring:**

- Minimum five years progressive experience within the field of property management
- Two years experience with senior populations
- Professional designation (ARM, CPM) preferred
- Demonstrated excellent interpersonal skills
- Demonstrated customer service abilities
- Proficiency with a variety of platforms (Excel, Word etc.)
- Empathetic and caring with effective customer service skills

### **Position Information:**

- Posting Number: 24-8479
- Position Number: MGR-HS60-003
- Location: Bethany Riverview Village
- Classification: Housing Manger
- FTE: 1.00
- Non-Union/Union: Non-Union
- Department/Unit(s): Housing
- Position Type: Permanent Full-Time
- Shift and Hours of Work: Days with some evening and weekend flexibility
- Hours Per Shift: 7.75 hours
- Shift Per Cycle: 10 Shifts in a 2-week cycle (with Weekend Flexibility)
- Position Start Date: ASAP
- Posting End Date: Until Filled

## **How to Apply:**

Like what you see and think you have what it takes to join our team?

Apply Online at: <http://bethanyseniors.com/careers/> by submitting your resume and cover letter.

Please note this competition may close sooner if a suitable candidate is found.

**All applicants are thanked for their interest. Only those selected to move forward will be contacted.**

Bethany Care Society is an equal opportunity employer.

Successful candidates will be required to obtain a Criminal Background Check and provide proof of all mandatory immunizations.

Bethany Care Society complies with the Personal Information Protection and Electronic Documents Act (PIPEDA). By forwarding your resume to Bethany you are consenting to the collection and use of your personal information for this job competition. Your information will be kept strictly confidential.