

COMPETITION # TBG 2981

FACILITY: Eckville Manor House

DEPARTMENT: Administration

TITLE: Assistant Manager

STATUS: 1.0 FTE - Permanent

POSITION SUMMARY:

Directly reporting to the Lodge Manager, the Assistant Manager assists the Lodge Manager in the operations of the senior's lodge. This includes: staff monitoring/management, assisting in administration and business operations, Workplace Health & Safety and Quality Control, action planning and inventory management. This position entails a high level of interaction with seniors, their families, staff and the community, while maintaining a high level of confidentiality.

QUALIFICATIONS:

- High School Diploma or equivalent
- Post-Secondary Education, preferably in HR, administration or management, or related field
- Minimum 3 years in a supervisory role
- Computer literacy and knowledge of Microsoft Office applications and Internet
- Strong leader, with focus on people management using interpersonal, communication and decision-making skills
- Team building with demonstrated ability to pick quality talent and build high performance teams
- Excellent written and verbal communication skills (in English)
- Experience in working with seniors is an asset, and ability to relate to resident, families, volunteers and staff
- Current First Aid and WHMIS certification

REQUIREMENTS:

- Supervises staff to ensure duties are being performed effectively and efficiently, while following all policies
- Assists in application assessments, rent reviews, move in and outs, deposits, and general resident relations
- Works closely with the Manager in leading and coordinating overall operations; including labor relations, hiring, approval of staff hours and leave requests
- Ensures that WHMIS and safe work procedures are followed, and participates in Hazard Assessment Review and Workplace Inspections
- Helps with ordering and receiving goods and supplies, reviews pricing and invoicing, and ensures proper storage of supplies for inventory purposes
- Assists with accounting, payroll and scheduling processes under the direction of the Manager
- Other duties as assigned

PAY RATE: Please inquire

DATE POSTED: May 24, 2024

CLOSING DATE: Position will remain open until a suitable candidate is found

Must be 18yrs of age or older to apply for this position, please email your resume to resumes@bethanygrp.ca
The competition number must be listed in the subject line to be considered for this position.

All Employees are required to be fully immunized against COVID-19 and provide proof of full immunization against COVID-19 as a condition of employment. *Full immunization status is achieved when 14 days have passed after the second dose of a two-dose vaccine, or the first dose of a single-dose vaccine.*

In compliance with The Protection for Persons in Care Act, successful candidates must provide a valid Criminal Record Check (current within 90 days) before employment can be confirmed.

We sincerely thank all candidates for their application; however only those selected for interview will be contacted.