



CONCIERGE / ADMINISTRATION ASSISTANT—TEAM LEADER

Company Name:
Legacy Senior Living

Legacy Senior Living is a premium independent living seniors' residence located in the heart of Vancouver's Oakridge community. This west-coast boutique residence features 91 suites, and offers premium services, amenities and the ideal lifestyle for active, independent senior adults seeking the best in retirement living. So think of us as a 5 star residential hotel where guests actually live and not just visit.

Job Title:
CONCIERGE /
ADMINISTRATIVE
ASSISTANT— Team
Leader

We are passionately committed to providing exceptional resort-style services every day. To do this we need to inspire and support a great team. As part of our team, you will set the tone for a vibrant community that will set the standard for Vancouver.

Location:
British Columbia

Reporting to the General Manager, the Concierge/ Administration Assistant- Team Leader is responsible for providing receptionist and secretarial services to the management team. The incumbent will greet residents, visitors, and the general public, receive and redirect external calls and sales calls, operate and maintain all office equipment, establish and maintain resident services, respond to resident inquiries, and provide assistance as required.

City:
Vancouver

Work Permit:
Applicants who do not already have legal permission to work in Canada will not be considered.

General accounting and administrative duties include typing of documents and maintaining the resident file system. The Concierge is also responsible for the safety and security of the building and all its residents and staff and responds to emergency situations and provides assistance to emergency staff if required.

Management Position:
No

Preferred qualifications include previous experience working in an office environment, Grade 12 education supplemented with training in general office procedures, and demonstrate computer ability with MS Office. Experience working in a "5 star" hotel or similar environment would be an asset. You have the ability to work independently or in a team environment and must be able to work without direct supervision.

JOB REQUIREMENTS:

- Enjoys, respects and understands the needs of seniors and their families
- Employs a respectful hospitable manner that places resident and family needs above all
- Delivers and inspires others to commit and deliver outstanding 5 star- service
- Has excellent computer skills (Excel, Word, POS, Property Management software)
- Is organized, intelligent, disciplined and warmly approachable
- Can efficiently manage 3 small areas (front desk, chauffeur and housekeeping)
- Successful experience in a hotel, resort setting as a Concierge considered an asset
- Proven administrative skills, co-operative leadership style
- University or college degree in hospitality, hotel or resort management desired

Excellent salary & benefits. Enviable working conditions. Our website www.legacyseniorliving.com is available for your reference.

Please APPLY by sending a cover letter and resume to: wdowney@legacyseniorliving.com
Please reference "CONCIERGE / ADMINISTRATIVE ASSISTANT— TEAM LEADER" in the Subject Line of your email.

APPLICATION DEADLINE: AUGUST 10, 2015 START DATE: IMMEDIATE