



## Assistant General Manager

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.

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 help set the tone for a vibrant community that is setting the standard for Retirement Living in Vancouver.

This management position has been adapted from the Hotel Industry. As Assistant General Manager, you will oversee the Front Desk Staff, Chauffeur Service and housekeeping. You will assist residents with their moving plans, process their documentation and advise them on all services. The Front Desk is the hub of the residence and you will ensure that each experience is professional, personal and exceptionally satisfying. You and your staff will define our personality and set the tone for exceptional service. You work closely with head office accounting department, sales team for resident moves, with the program director for events, with the Maitre'd for guest meal arrangements and you will act as the alternate for the General Manager.

### 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) and expected to step in and act as General Manager when required
- Successful experience in a hotel, resort setting as a Concierge and some accounting
- Proven management and administrative skills, co-operative leadership style
- University or college degree in hospitality, hotel or resort management desired

Excellent salary & benefits, day-early evening working hours, with Friday-Saturday or Sunday-Monday off and flexible, enviable working conditions. Our website [www.legacyseniorliving.com](http://www.legacyseniorliving.com) is available for your reference.

Please APPLY by sending a cover letter, resume as well as salary expectations to: [wdowney@legacyseniorliving.com](mailto:wdowney@legacyseniorliving.com) Please reference "AGM" in the Subject Line of your email.

Deadline for Applications is October 31, 2015. **(NO PHONE CALLS PLEASE)**