



Tapestry®

Arbutus Walk



WE'RE HIRING!

• Full-time
Business Manager





Make a Difference with Tapestry

Position Title:

Business Manager

Location:

Tapestry at Arbutus Walk
2799 Yew Street
Vancouver BC V6K 4W2

Submissions to:

Danielle McQueen, General Manager
DMcQueen@DiscoverTapestry.com

Qualifications & Requirements:

- You serve with compassion and respect, work with courage and passion, and communicate with clarity
- You effectively support change
- You deliver results aligned with Tapestry's Mission
- Related degree, diploma or certificate (business, accounting, management, etc.)
- Minimum 2 years experience in a fast-paced, professional environment requiring high degree of organizational skills and financial acumen
- Strong knowledge of Microsoft Office Suite
- Strong knowledge of accounting software (Yardi preferred)

We offer a competitive total compensation package. If you're passionate about making a difference in people's lives and you're a team player, we'd love to hear from you. Please introduce yourself and send your resume to the email address provided.

Full-Time opportunity available:

At Tapestry, resident service is an important point of differentiation in our communities. Friendly, courteous, and prompt service is critical to the vibrant and dynamic community experience we strive to create every day. We have a full-time position available at our centrally-located Kitsilano neighbourhood location. In this role, you are responsible for overseeing all aspects of the community's financial operations including the facilitation of bi-weekly payroll. Reporting to the General Manager, the Business Manager works with corporate office to facilitate accounts payable and receivable, including monthly resident billing. You also generates reports, documentation, and communication as required for employees and residents.

About Tapestry:

We create memorable moments in thriving, connected communities where individuals experience healthy and fulfilled lives. Tapestry has redefined the traditional model of seniors housing. We provide residents with a wealth of options and services. Whether residents want to socialize with friends and neighbours at one of our community events, keep strong, flexible, and fit with personalized workout routines, enjoy a made-to-order gourmet meal in the full-service restaurant or prepare a favourite dish in their own full-sized in-suite kitchen - at Tapestry, its all possible.