



Receptionist (Casual) - Sunridge Gardens

Who We Are!

Sunridge Gardens, our Bria Community located in Langley, is looking for casual Receptionists to join our team. Together, we create safe and vibrant communities, where choices are valued and seniors lead active and purposeful lives.

Why Bria Needs You?

Reporting to the General Manager, the Receptionist is responsible for performing a variety of reception, secretarial and administrative duties. The Receptionist is responsible for ensuring the safety and well-being of the residents by being aware and available to deal with any issue or emergency that arises.

Shift: 7:00 am - 3:00 pm, 3:00 pm - 11:00 pm or 11:00 pm - 7:00 am

Wage: \$18.71/hour

Who You Are!

- You must have compassion for others and the ability to provide a high quality of care service.
- We need a high energy and upbeat personality who can be playful, patient and respectful all at the same time.
- You are open to learning new skills, participate in ongoing training, and have good communication both written and spoken.
- You have a positive attitude and enjoy working in a senior care environment and/or a customer service environment.
- Does your lifestyle allow you to maintain both physical and mental wellness?
- Are you willing to be engaged and become a Bria Ambassador by volunteering and contribute to an engaged workplace culture?

What You Will Do!

- Greets and directs visitors and handles daily tenant requests and inquiries.
- Perform various typing/computer and filing duties, including responding to emails, preparing correspondence, admission forms, tenant records and personal documents.
- Sorts and distributes incoming and outgoing mail. Receives or directs all deliveries or returns.
- Maintains communication log daily, with information that is relevant to the operation of the business and the activities of the residents.
- Coordinates move in and out activities including elevator lock off and key distribution. Assists with familiarizing new residents with the building, food service and activities. Manage key controls.
- Assists in the maintenance of the following records: Rent Roll/Tenant lists and information/Tenant service accounts/Supplier and contract files/other records as determined
- Collects monthly rent cheques and issues receipts. Maintain individual resident accounts, and invoice residents. Responsible for maintaining various accounts for guest and staff meals.
- Sorts, matches and processes invoices for review and payment.
- Maintains office supplies by implementing the management policies and procedures of purchasing, ordering, and inventory control.
- In coordination with the Recreation Coordinator, ensure that events such as movies, cards etc

- are organized and equipment available and set up for residents before the event begins.
- Coordinates morning resident safety check, tray service requests, maintenance and housekeeping work orders, tuck shop purchases, key distribution and other related activities.
- Types and distribute minutes of management and staff committee meetings, such as Occupational Health and Safety, Resident Council and staff meetings, as requested.
- Familiarity with fire and emergency procedures and ability to act as the Fire Warden when situations dictate. Respond to health, fire, resident, maintenance or other emergencies in accordance with policy and procedures.
- Completes security check of the building between 7:00 and 11:00 pm (night shift only)
- Report any concerns regarding the health or well-being of the resident and maintenance.
- Complete Incident reports and manage resident interactions with grace, tact and confidentiality.
- Assist with dining room/laundry tasks if schedule permits.
- Ensures common areas on the main floor are neat and tidy at all times.
- Ensure office equipment and supplies are used and stored in a safe and efficient manner.
- Report any unsafe or faulty equipment to the designated supervisor.
- Ensure resident rights of privacy and confidentiality are maintained, except in the proper operation of the business.
- Serve on committees and attend meetings as required.
- Maintain a current knowledge of and comply with all facility policies and procedures.
- Other related duties as assigned

Your Must Haves!

- Minimum Grade 12 and Receptionist or Administrative Assistant training from a recognized business program/school required or an equivalent combination of education, training and experience. Minimum of two (2) years recent office experience, preferably in a receptionist role Demonstrated computer skills, including proficiency using Word, Excel and Outlook Minimum 45 wpm, accurate typing skills Basic accounting skills
- Level one first aid skills course with pass credentials.

Perks

- Team Building Events throughout the year
- Bria Summer Family BBQ & Bria Holiday Party
- Club 16 / She's Fit Gym Corporate Discount Rate
- PNE / Playland Company Discount Code
- Sun Run & BMO Marathon Company sponsored
- Perkopolis
- Free Onsite annual Flu-Shot

Bria Communities Gives Back!

At Bria Communities, we don't just serve our residents but we are heavily involved with serving & helping within our communities. Here are some of the initiatives and fundraising campaigns that we participate in.

- Bria Big Bike to support the Canadian Heart & Stroke Foundation
- Walk for Alzheimer's to support the Alzheimer's Society of B.C.
- Surrey Food Bank
- The Grand Parade to support the Seniors Services Society in New Westminster

- Drive-Thru Turkey Trade to support DeltAssist
- Langley Meals On Wheels
- Virtual Dementia Tours – An emotional experience we provide to the families, community workers, local governments and staff.



Alzheimer Society
BRITISH COLUMBIA



If you love interacting with and getting to know seniors, have exemplary customer service skills and really want to make a difference in the lives of our residents, we want to hear from you.

Please submit your resume and a cover letter outlining how your education and experience has prepared you for this position. Please apply through <https://briacommunities.ca/about-bria/join-team/>