

Site Supervisor/Manager
Optima Living Retirement Communities
Chilliwack, BC
IF YOU LOVE SENIORS, WE WANT YOU

Our Vision: For every person to feel at home.

This is truly supported by our credo “Let Us Welcome You Home. ” All of us at Optima feel it is an honour to work with our guests and advocate a resident-centred approach where the resident is the focus of all our endeavours.

Our Mission is to Provide intimate Home Style Living for Seniors . Our goal is to provide the Best Quality of Life Possible by enabling each resident to experience a full and independent lifestyle as much as possible.

Who are we looking for?

A manager to lead a small site in Chilliwack, BC. We are looking for a community oriented, an energetic self-starter who can help us effectively manage a small site. The Manager will have responsibility for the residents and staff in the building.

KEY RESPONSIBILITIES:

- Residents: Our residents are always our number one priority, ensuring that they are well cared for and that their needs are responded to in a timely and effective manner
- Tours: Maintain overall occupancy of the site, including tours and resident/family management
- Staff : Creates a positive environment while leading and managing a small team
- Financial management : Ability to manage the budgets and finances for the site

To be successful in this role the ideal candidate will:

- Ability to prioritize time and work independently despite regular distractions
- Strong people and customer service skills
- Well organized, highly motivated and an efficient multitasker
- Good computer skills with working knowledge of Microsoft Office applications
- Well-organized, highly motivated and efficient multi-tasker who is effective at managing multiple deadlines
- Be available on-call as needed outside of regular working hours

Benefits of working with Optima:

- A fun, engaged team, doing great work that benefits our community, and a sense of pride in what we do
- A support structure that sets you up for success, and gives you a group of peers to work with.
- A small company that is able to make quick decisions, and sort out problems quickly as they arise

If this position sounds like it would be a fit for you, send us your resume and cover letter specifying your salary expectations and why you think you would make a great addition to the team!

We thank all applicants for their interest; however, only those shortlisted will be contacted.

Job Type: Full-time

Please email resume to hr@optimaloving.ca