

Assistant General Manager, Full-time

Full-time, permanent| Salaried position with comprehensive benefits|

We are looking for a motivated, organized, leader to join our newest community, **Oceana PARC in White Rock**. As the **Assistant General Manager**, you will work closely with the General Manager and team to help achieve our mission; ensuring our residents truly enjoy and pursue an active and enriched lifestyle in our supportive and safe Independent Living residence.

Assistant General Manager Responsibilities:

- You are the General Manager's right hand, reporting on all aspects of resident/family relations and filling-in as the GM when needed;
- Oversee and manage multiple departments and team members, facilitating a positive work environment for all;
- Manage resident relationships and accounts, with an emphasis on financial statement creation and other accounting administration;
- Assist with sales, tours and special events, promoting our IL+ brand;
- As a new property, organize a high volume of move-ins and work in tandem with all managers to ensure a seamless, welcoming experience for residents and employees.

Assistant General Manager Skills and Experience:

- University or college degree in business or related field;
- Minimum 4-year experience in managerial role in hospitality or senior's industry, a focus on Front Office or Accommodation is an asset;
- High level of computer proficiency required. Expert level knowledge of Microsoft suite and CRM software experience – Sherpa and Yardi a strong asset;
- Strong organizational and time management skills with the ability to multi-task in a fast-paced and diverse environment;
- Exceptional interpersonal and communication skills with a strong ability to manage conflict and build relationships;
- Strong leadership skills and a proven ability to coach, support and influence team members;
- Strong attention to detail with experience in accounting and records management;
- Empathy for and understanding of the needs of seniors, their families and the professionals engaged in their care, plus the ability to provide exceptional customer service to all stakeholders;
- First Aid Level 1 with CPR certificates required;
- Must be creative, dependable and have a willingness to learn and grow!

Perks of the Job:

- Opportunity to assist leading a new community, employee culture and customer experience;
- Have your voice heard and opinions valued - We Listen;
- Meaningful work, knowing you are making the difference in seniors lives everyday;
- Fun is one of core values! We encourage fun, supportive, team environments;
- Encouraging continuous learning and career development;
- Career pathway straight to General Manager role!

Live out your passion for people and service excellence. Apply now at www.parcliving.ca/careers.

