

**Westman Lions Manor
Job Description**

This is a temporary position from November 22, 2021 – December 31, 2021

Position: Executive Assistant

Responsible To: Executive Director

Hours: Mon – Fri, 8:00 AM – 3:30 PM

SUMMARY OF POSITION:

Serves as the primary point of contact for the Executive Director. The Executive Assistant is the first line of communication with the residents, visitors and vendors providing information, support and excellent customer service. The Executive Assistant is responsible to maintain the day-to-day front office operations in support of the whole organization.

ESSENTIAL JOB FUNCTIONS:

Property Management:

- Provide information to prospective residents, information booklets, Life Lease applications, and Manitoba Housing information
- Administer the waiting list, including applications, financial administration, refunds.
- Liaise with Maintenance Manager and cleaning team to prepare suites for new tenancy.
- Administer new tenant's process; showing apartments, collecting entrance fees, security deposits, rent.
- Maintain waiting list for garage parking spaces.
- Maintain tenant files including updating contact information, filing of work orders.
- Administer Manitoba Housing Rent Supplement program: wait list, applications, approvals, and renewals.

Financial

- Accounts Receivable
- Accounts Payable; receive and pay vendor invoices.
- Administer and balance petty cash, wait list accounts, escrow accounts, complete cost sharing accounting.
- Maintain replacement reserve records and ensure transfer of funds.

Administrative

- Answer and redirect phone enquiries.
- Greet and direct residents, visitors, and vendors.
- Manage incoming and outgoing mail.
- Maintain inventory of office supplies.
- Assist the Executive Director in developing policies and procedures.

Resident Services

- Accept and co-ordinate bookings for guest suite and halls.
- Complete work order request forms from residents
- Provide administrative support to residents and the Victoria Seniors Association
- Maintain bulletin boards.

QUALIFICATIONS:

- Post-secondary education in business, business administration, or finance.
- Prior administrative experience
- Excellent knowledge of MS Office
- Demonstrated financial and accounting skills.
- Strong communications skills; written and verbal.
- Exemplary planning and time management
- Ability to multi-task and prioritize daily workload.
- Emphasis on customer service