

WE ARE LOOKING FOR...

PERMANENT FULL-TIME RECEPTIONIST



WHO ARE WE

Elim Village is a developing comprehensive Christian seniors community located on 25 acres in Surrey, B.C. As a not-for-profit organization, Elim Village offers a unique opportunity to be a part of a working environment that embraces Christian principles and beliefs and pursues the highest standards in business and care operations. With our campus of care model, our approach is integrative and team oriented. Our core values emphasize the relationships we hold with residents, staff and stakeholders.

JOB SUMMARY

We are looking for a Receptionist who will be the first point of contact between Elim Village and its stakeholders. This position serves residents, families and other visitors by providing a positive first impression and directing inquiries according to individual needs. The Receptionist provides administrative support while maintaining a presence at the front desk that reflects Elim's values and excellence in customer service.

This position is part of the Community Life department and reports into the Operations Coordinator.

This is a permanent full time unionized position; starting hourly rate is \$18.11. This position also qualifies for company benefits.

QUALIFICATIONS

- Post-secondary education in office or business administration
- Computer proficiency on Microsoft Office suite
- At least 2 years' experience in a receptionist or office administrative position
- Previous experience in a customer service organization or hotel, or senior living community would be an asset
- Experience with older adults a benefit

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Superior telephone manners and strong interpersonal skills
- Skilled at working with seniors and families, demonstrating patience and empathy
- Excellent computer skills required
- Excellent written and oral communication skills
- Able to represent Elim Village as a knowledgeable and professional brand ambassador, embodying the image and values of the organization
- Self-starter and motivated, able to work independently and without direct supervision
- Highly organized
- Service oriented
- Proven team player who is both flexible and highly adaptable
- Intuitive/sharp thinker
- Flexible with growth and needs of the organization
- Maintains a professional appearance and demeanor

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*Join a dynamic team of committed health professionals in the continuing development of
Elim Village!*

TO APPLY

Please submit your cover letter and resume to:

careers@elimvillage.com

With the subject line: Receptionist—Community Life

While we thank all applicants, only those qualified will be contacted for a phone interview.