

WE ARE LOOKING FOR...

OPERATIONS COORDINATOR



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

The *Operations Coordinator* reports to the Director of Community Life and supports all administration duties for the Emerald Assisted Living (AL) and Independent Living (IL) communities. This position will support the administrative operations and billing process of Assisted Living / Independent Living Services provided to clients and promote high quality resident satisfaction and compliance with all the regulating bodies.

This is a full-time, permanent position, offering competitive compensation and company benefits.

QUALIFICATIONS

- ⇒ Post-secondary education in Business Administration with concentration in operations and/or accounting.
- ⇒ 1 – 3 years of relevant experience working in an administrative/operational capacity.
- ⇒ Successful track record of running day to day business operations working within a multidisciplinary team, within a fast pace business environment.
- ⇒ Advanced working knowledge of Microsoft Office, specifically Excel.
- ⇒ Working knowledge of accounting principles; billing and invoicing, reconciliation of financial records, data entry, tracking of all services for billing, and assistance with budget preparation.
- ⇒ Able to quickly learn a variety of new software applications related to care, operations and accounting.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ⇒ Highly detail-oriented with ability to prioritize tasks independently, accurately complete work under tight deadlines, and provide solutions to arising issues.
- ⇒ Strong leadership skills, with a focus on operations and efficiency in business processes.
- ⇒ Willing to be familiarized with laws, regulations, and guidelines governing Assisted Living and Home Care operations (Regulatory Bodies)
- ⇒ A well-defined sense of diplomacy, including solid negotiation, conflict resolution, people management, high level of integrity, confidentiality and accountability.

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So what exactly are we looking for? Along with the necessary qualifications, we are looking for people with integrity, individuals who understand the value of a team and a genuine desire to provide exceptional service from the heart.

If you believe you have what it takes to be part of Elim, we would love to hear from you!

TO APPLY

Email your cover letter and resume to careers@elimvillage.com, attention to:

Valentina Seale

Director of Human Resources

Kindly write on the subject line: Operations Coordinator