



JOB POSTING DETAILS

Employer	Windsor Place Retirement Residence (Windsor Place Retirement Residence)	Job Type	JMP
Job Title	Weekend Concierge	Duration	NA
ES Job ID	13743	Location	Sault Ste. Marie
Date Posted	January 6, 2023	Closing Date	January 20, 2023

Job Overview - Description & Duties

Reports to: General Manager and/or Office Manager

Duties

- .Provide initial face-to-face and telephone contact with visitors. Provide direction to visitors and callers
- .Provide personal and telephone contact with residents. Attend to the needs of the residents and/or notify appropriate people as required
- .Maintain confidentiality of all financial, personal, and resident data
- .Complete routine forms as required
- .Maintain internal records as required. Perform incidental clerical work as time permits
- .Carry out administrative functions such as scheduling
- .Greet visitors, answer telephone, place outgoing calls as requested
- .Present a positive image of the residence to the public
- .Other duties as assigned

Required Skills

Qualifications

- .Previous employment in a health care/hospitality setting an asset, some experience with older adults is preferred
- .Demonstrated understanding of/empathy for the needs of older adults
- .Reception/Administrative skills and experience with office procedures required
- .Knowledge of and previous experience with office equipment, including MS Office suite and Google Workspace
- .Excellent communication and customer service skills
- .Patience, tolerance, and politeness when responding to residents and visitors to the residence.
- .Ability to work as a team member
- .Ability to manage time effectively with little supervision
- .Available for call ins
- .Current Police Records check with vulnerable sector (verified annual)
- .2 step TB-test (upon hire for the successful candidate)
- .CPR and First Aid an asset
- .COVID vaccinations

Other Requirements

NA

How to Apply

Apply by email to: gm@windsorplacereirement.com