



RECEPTIONIST/SCHEDULER

SILVERADO CREEK SENIORS' COMMUNITY
7 Silverton Way SW, Calgary

Job Type: Administration

Start Date: TBD

FTE: Temporary Part-time Weekend Evening Receptionist/Scheduler, 0.32 FTE 02:30-8:00

Driven to make a difference

We are looking for a skilled Client Services Receptionist/Scheduler to join our team. The primary responsibilities include.

- Responsible to schedule all clinical staff and ensure staffing levels are maintained.
- Process and manage changes in schedules for shift exchanges, vacations, vacancies, and other leaves.
- The first point of contact for anyone entering the Park Place Home, thus must be a positive, outgoing and informed presence, willing to attend to others' needs and become a vibrant part of the Park Place Home's community.
- Serves residents, families, visitors and staff in a welcoming manner, assisting and supporting as required.
- Answers, directs, and responds to phone calls and queries.
- Clerical duties including filing and word processing (e.g. typing minutes), sorting and distributing incoming and outgoing mail as well as ordering administration supplies. Restocks Neighborhoods with forms and supplies as required. Responsible for directing the shipping and receiving of supplies for the Park Place Home.

Qualifications:

- Minimum three years recent related experience
- Health Care Aide certification and registered HCA directory an asset

The successful applicant for this job posting must be able to provide satisfactory proof that they have received the COVID-19 vaccination and any required COVID-19 booster vaccination.

If you are interested in this unique opportunity to make a difference in a family owned and operated company, we want to hear from you! See www.parkplaceseniorsliving.com for more information on our growing organization. Please submit your resume and covering letter by email to HR Administrator Bella Tadeo at Silverado.hr@ppsl.com Please include the job title in the subject line of the email. We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted.