



ADMISSIONS COORDINATOR

MVSH Administration Office in Olds, AB



JOB TITLE: Admissions Coordinator (Full-time, eligible for benefits).

POSITION NO: MVSH 02 - ADMISSIONS

EFFECTIVE DATE: August 13, 2018.

SALARY RATE: As per the MVSH salary schedule.

MAIN DUTIES:

- Under the direction of the Manager of Housing and Admissions, provides administrative and clerical support to the Admissions Department.
- Reviews and processes all applications for housing programs including Seniors' Self Contained, Community Housing, Direct Rent Supplement and Lodge, and prepares reporting.
- Responds to general inquiries and, explains and exchanges information in person, on the telephone and by email.

CLOSING:

Until a suitable candidate is found.

FORWARD RESUME TO:

Marie McMullen
HR Coordinator, Recruitment
Mountain View Seniors' Housing
hr@mvsh.ca
Phone: 403-556-2957 ext 721
Fax: 587-796-0776

We thank all applicants for their interest, only those selected for an interview will be contacted.

QUALIFICATIONS:

1. Post-secondary education in a related discipline such as Business Administration and a minimum of two years of related experience. An equivalent combination of education and experience may be considered.
2. Intermediate knowledge of computer programs including Microsoft Office Suite, Adobe and Internet Explorer.
3. Strong interpersonal skills to communicate effectively with staff, residents, tenants, family members and government agencies.
4. A general understanding of FOIP legislation.
5. High accuracy with attention to detail in a fast-paced, multi-deadline environment.
6. A flexible, willing, service oriented and positive attitude.
7. A high standard of personal hygiene and appearance.
8. Must have a clear and current vulnerable sector check.
9. Appointment as a Commissioner of Oaths would be an asset.

Our Vision - We enhance lives by providing quality care and self-sustainable living through innovative leadership.

