

## Career Opportunity | Tapestry at Village Gate West Concierge (Casual)

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Tapestry at Village Gate West is an active aging community that offers residents unlimited opportunities to maintain an active and healthy lifestyle and to improve their physical, mental and social well-being. At Tapestry, resident service is an important point of differentiation in our active aging communities for independent adults. Friendly, courteous and prompt service is critical to the vibrant and dynamic community experience we strive to create every day.

In this role you are responsible for performing reception and administrative duties, including answering incoming calls, greeting and welcoming residents and guests, assisting residents with transportation bookings, and monitoring alarm and emergency call systems. We are looking for candidates with exceptional customer service, interpersonal, multi-tasking and organizational skills.

### **Qualifications & Requirements:**

- Minimum of one-year experience in a fast-paced, high-quality establishment
- Detail-oriented with an ability to work collaboratively and multi-task
- Excellent communicator with a passion for service
- Looking for meaningful work with a growth-oriented organization
- AED Certification preferred

### **COVID-19:**

During the COVID-19 pandemic, Tapestry has taken a number of significant measures to protect the health of our residents and employees, including active screening upon entry to the community. Only those individuals who are free of cold and flu symptoms are able to work in the community. Ontario government Emergency Orders restrict employees from working for more than one Health Service Provider or retirement home.

### **Compensation Package:**

If you're passionate about making a difference in people's lives and you're a team player, we'd love to hear from you!

### **To apply:**

Please send your cover letter and resume to **Tina Bronzovic, Resident Services Manager** at [TBronzovic@discovertapestry.com](mailto:TBronzovic@discovertapestry.com).

### **Referral Program:**

As an employee, if you recommend a qualified candidate that we hire, you will be eligible for an Employee Referral Program award!

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