

## Career Opportunity | Tapestry at Wesbrook Village Concierge - Casual

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 actively screening employees and residents upon entering the community, answering incoming calls, 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
- Looking for meaningful work with a growth-oriented organization
- First Aid & CPR/AED (Level A)

### **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.

### **Single Site Order (SSO):**

Under the Provincial Single Site Order (SSO), Tapestry cannot employ an individual who is assigned to work at another assisted living community, long term care or mental healthy facility.

### **To apply:**

Please send your cover letter and resume to Brian Browne, Resident Services Manager at [BBrowne@DiscoverTapestry.com](mailto:BBrowne@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!

**Posted:** July 9, 2021