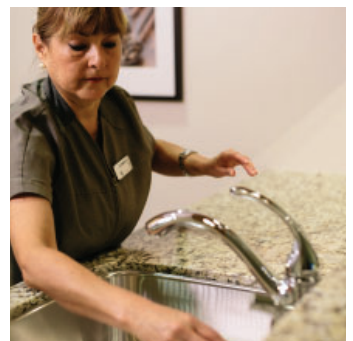
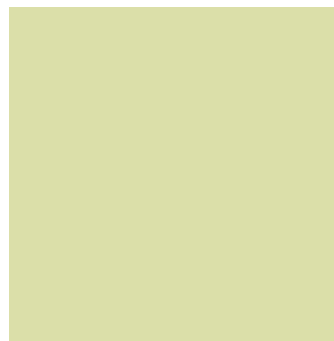
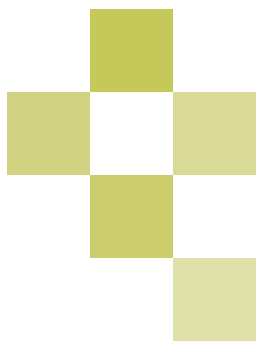


WE'RE HIRING!
• Temp Administrator





Tapestry®

Make a Difference with Tapestry

Position Title:

Temporary Full-Time Administrator

Location:

Tapestry
1190 Hornby Street
Vancouver, BC V6Z 2K5

Submissions to:

Eduarda Hodgins, Director, People,
Culture & Performance
EHodgins@ConcertProperties.com

Qualifications & Requirements:

- You lead with courage and passion, serve with compassion and respect, and communicate clearly
- You are looking for meaningful work
- You are highly-organized, self-motivated and efficient with the ability to work independently
- You are comfortable working in a fast-paced, collaborative environment with an expectation of meeting aggressive timelines in a supportive and dynamic environment
- Strong working knowledge of Microsoft Suite Products particularly Word and Excel

The successful candidate can expect a competitive compensation package working as part of a highly-dedicated team.

Temporary Full-Time opportunity available:

At Tapestry, resident service is an important point of differentiation in our communities. Friendly, courteous, and prompt service is critical to the vibrant and dynamic community experience we strive to create every day. Ideally you have experience using scanning technology to digitize company documents, files and records and have one year of administrative experience in a business/corporate setting. An administrative certification or diploma is an asset.

About Tapestry:

We create memorable moments in thriving, connected communities where individuals experience healthy and fulfilled lives. Tapestry has redefined the traditional model of seniors housing. We provide residents with a wealth of options and services. Whether residents want to socialize with friends and neighbours at one of our community events, keep strong, flexible and fit with personalized workout routines, enjoy a made-to-order gourmet meal in the full-service restaurant or prepare a favourite dish in their own full-sized, in-suite kitchen – at Tapestry, it is all possible.