

Retirement Village Manager

St Luke's Care is a well known and respected provider of prestige retirement accommodation. We are currently looking to fill the position of Village Manager at our beautiful Little Bay Apartments located in South Eastern Sydney. The position will report to the Director of Apartments and will be responsible for managing the day-to-day operation of a newly developed retirement village.

This is a hands on role and we are seeking a highly motivated, mature minded and experienced professional capable of understanding and directing all aspects of the Apartments.

To be successful in this rewarding role you will need proven operational management experience, excellent communication skills, a solid understanding of the Retirement Villages Act, facilities management experience, a commitment to quality management, excellent problem solving ability and accounting, reporting and computer skills.

The successful applicant will also need to demonstrate empathy and the ability to effectively relate to retirees from diverse backgrounds. The position will be responsible for leading and managing a small team of committed staff in delivering our full complement of services to our residents.

Previous experience in retirement village management is a definite advantage, as would be a background in hospitality or property management.

An attractive remuneration package will be offered to the successful applicant.

If you feel you meet the above criteria, we would like to hear from you.

Please forward your resume and covering letter to Sasha Andrews, Director St Luke's Apartments, 61-69 Roslyn Gardens, Elizabeth Bay NSW 2011 or email sandrews@slc.org.au by Friday 12 March 2010.