

Thorne Mill on Steeles is looking for a strong leader to fill the permanent full time Associate Executive Director (AED) position.

The AED is responsible for assisting the Executive Director (ED) with the overall leadership, management and success of the community. These responsibilities include but not limited to financial management, sales & marketing, recruiting and hiring, supervising, training, team member relations and recognition, communication, family services, resident well being, quality assurance and regulatory compliance. Additionally, a key strategic component is the ability to learn from an ED and develop into an ED role within Sunrise Senior Living. At Sunrise, we pride ourselves as pioneers of the senior living industry in setting standards of excellence; we strive to provide care & services to seniors better than anyone. The AED is expected to create, in alignment with our mission and values, a positive atmosphere in the community for residents, family & friends and all team members.

Experience and Expectations

- _ Passion for working with seniors
- _ Prior leadership experience (min 3 years) (within the senior care industry preferred)
- _ College degree preferred; degree and management experience may be required per state requirements
- _ Previous sales experience preferred
- _ Previous management experience including hiring, coaching, performance management daily operations supervision & discipline
- _ Demonstration of success in managing operating expenses
- _ Ability to handle multiple priorities effectively
- _ Ability to delegate assignments to the appropriate individuals
- _ Excellent written and verbal skills for effective communication and the ability to facilitate small group presentations
- _ Proficient in organizational, time management skills
- _ Demonstrates good judgment, problem solving and decision making skills
- _ Demonstration of proficiency in computer skills, Microsoft Office & Sunrise applications with the ability to learn new applications
- _ Ability to work weekends, evenings and flexible hours, available for our customers at peak service delivery days and times

If you think you would be the right fit for this job, and are serious about making a difference in the lives of our residents apply now!

Please address your email to thornemill.boc@sunriseseniorliving.com with a subject line of *ALC application*

For Fax it attention Emily de Winter to 905-771-9394

**We thank you for taking the time to apply, however we will only be able to respond to those best qualified for the role. **