



Caring. People. Fit.

451 Alison Blvd.
Fredericton, NB
E3C 2S5

Toll Free: 1-844-839-2333

Local: 506-459-6668

findingtherightfit.ca

Our client, River View Manor, located in Bath, New Brunswick is looking for an excellent communicator with a strong business background to lead their team in the role of **Administrator**.

Riverview Manor is a 40-bed not-for-profit nursing home in the beautiful St. John River Valley, employing over 60 staff. Their mission is to be a compassionate provider of resident-centered long-term care, serving primarily the communities of Northern Carleton County.

The successful candidate will be a results-orientated leader with strong planning, organizational and interpersonal skills. The Administrator will report to the Board of Directors and is responsible for the management of human, financial and physical assets in order to achieve the strategic goals of River View Manor.

Please note that this is a 0.8 FTE position (4 days per week). If the successful candidate is a Registered Nurse, there would be the option to top up the role to full-time through working some hours as an RN.

Job Requirements:

- An undergraduate degree in a relevant field of study, including or supplemented by course work in finance and administration
- A minimum of 5 years relevant management experience
- Must be proficient in communicating, reading, writing and performing all professional duties in English

Preference will be given to candidates who meet all of the job requirements and are also a **Registered Nurse**.

The selected candidate will be required to provide a criminal record check as well as Department of Social Development Vulnerable Sector screening before starting employment. Any costs associated with these conditions of employment will be assumed by the potential candidate.

Please include a copy of your degree and/or a copy of your transcript of marks.

The position will commence as soon as possible with salary in accordance with the NB Dept. of Social Development's Nursing Home Management Salaries pay scale. Benefits include health benefit plan and pension.

To apply please submit your confidential resume and cover letter saved as one document to Priority at <http://findingtherightfit.ca/current-opportunities/>

