

Salvatorian Sisters Residence (SSR): Service Manager

The **Sisters of the Divine Savior** are seeking to fill the position of **Service Manager** for the convent of their retired Sisters.

Position Summary: The **SSR Service Manager** oversees the business, financial and administrative functions of our SSR convent. This role will involve assessing and coordinating services to meet the varied needs of the Sisters and the house, including financial oversight, supply ordering, and ensuring smooth day-to-day operations.

Qualifications:

- Proven experience as a team player and effective communicator.
- Strong organizational skills with the ability to multitask.
- Ability to relate to the elderly with patience and humor.
- Proficient in business, finance, and administrative tasks, with relevant experience.
- Knowledge of budgeting, banking, and basic bookkeeping.
- Proficient with computers, business-related software, such as QuickBooks, and basic technology.

Hours and Compensation:

- Salaried position (30 hours per week)
- Compensation is negotiable, dependent upon experience.

Additional Information:

- Accountable to the Provincial Administration:
Sisters of the Divine Savior
4311 N. 100th St.
Milwaukee, Wisconsin
(414-466-0810)
- Send a Letter of Intent and Resume to SDSfinance@salvatoriansisters.org
- Start date: To be determined.