

Circular 01/2019

Evergreen at Lake Michelle
Glencairn Express Way
Fish Hoek
7975

Tel: 021 0014 312

25 March 2019

Dear Resident,

EVERGREEN NOORDHOEK & LAKE MICHELLE: STAFF CHANGE – ASSISTANT VILLAGE MANAGER

It is with regret that I inform you that Bronwyn will be moving over to the Evergreen Head Office to work with Garry Reed and the Operational team. Although she will not be working with us on a daily basis, she will not be a stranger to us either.

Bronwyn's last day will be Friday, 12 April 2019.

With this change, comes an opportunity for Elvirah Daniels. Elvirah started working for Amdec eight years as a Receptionist. More recently she has been fulfilling the Village Administrator role, on a temporary basis, at Evergreen Bergvliet.

Elvirah will commence with her handover and village training on Monday, 1 April 2019.

Please join me in thanking Bronwyn for all her hard work, and dedication to Evergreen Noordhoek. She will be missed and we wish her well in her new role at the Evergreen Head Office. At the same time, A big welcome to Elvirah; I have no doubt that she will fit right in with our village.

Kind regards,



Kim Whitworth
Village Manager Evergreen Noordhoek
Email: kimw@evergreenlifestyle.co.za
Ext. 2401

Attachment: Elvirah Daniels profile

Profile:

Elvirah Daniels

Assistant Village Manager

Employment Back ground – I started eight years ago as a Reception at Amdec House. Later on, moved over as Office Manager, where I would co-ordinate and lead the receptionists and front of house staff in hospitality and hosting all clients visiting Amdec House.

I am professional and have the appropriate skills in Customer Service and problem solving. I have accomplishments in Hospitality, Customer Service and the Wine Appreciation Program for prominent families in Cape Town.

Personal life - I was a keen basketball player and stage performer from my days at school. I am married with 3 young boys whom I coach most of my days in my passion.

Family and outdoor life is where I spend most of my time away from the office.

