

## ***Strata Manager***

Associa BC is a prominent Strata Management company in BC. We are currently recruiting for Strata Manager positions to care for our growing & diverse portfolio of strata clients, in our Kelowna, Surrey and Vancouver offices.

Reporting to one of our Regional Managers, this position is responsible for providing strata management services to our clients, such as conduct building inspections, attend meetings, perform financial and administrative functions, and oversee contractors who deliver service within the portfolio.

We are committed to provide the best quality service to our strata clients. In doing so, our strata managers have access to a wide range of support systems to rely on.

Applicants must be Licensed Strata Managers or close to completing the licensing course.

### ***Key Requirements***

The ideal candidate will have:

- Excellent organizing and time management skills;
- The ability to function in a high volume, face paced and busy environment;
- The ability to multi-task, prioritize and meet precise deadlines and manage clients' expectations;
- The ability to adapt quickly to change;
- Superior communication skills, both written and verbal;
- Excellent computer skills and a good understanding of computer systems;
- A successful track record in working with clients/staff at all levels;
- The ability to work independently and as part of a team with minimal supervision;
- A high level of accuracy and attention to detail when dealing with clients;
- A positive and enthusiastic, hands-on approach and be driven by delivering exceptional client service;
- The ability and willingness to work outside regular business hours, if required;
- A clear understanding of the rules and regulations of the Real Estate Services Act and the Strata Property Act and the application of these Acts;
- The ability to lead and serve our clients;
- The ability to prioritize and multi-task in order to respond timely to many directives and quickly adapt to change;
- A valid BC driver's license and a motor vehicle.

### ***Key responsibilities***

The main responsibilities of this position may include, but are not limited to the following:

- Assist and advise the strata council in understanding the Strata Property Act and other legislation (Real Estate Services Act, Residential Tenancy Act and Workers Compensation Act) as well as how to apply their bylaws;
- Prepare, organize and guide council meetings, general meetings, and special general meetings which are generally held in the evening;
- Record and action directives as finalized by council;
- Prepare annual council budgets, ensure collection of fees and levies, ensure accounts are received and paid on time;
- Review strata financials;
- Work with the support teams in performing administrative functions (prepare notices, review accuracy of certificates, update building information, etc.);
- Recruit and supervise site staff as needed;
- Regular inspections of sites.
- Ensure emergencies are urgently responded to at all times;
- File insurance claims where relevant;
- Procure services required at the building by obtaining and analyzing quotes for council's approval, verifying invoices, overseeing contractor work and administering special projects;

Other duties and projects may be assigned based on operational requirements and in accordance with the management services agreement.

We offer a competitive salary and benefits, training, and a positive work environment.

Please email your cover letter and resume to [erin.dorey@associa.ca](mailto:erin.dorey@associa.ca)