

Job Title: Strata Property Manager (licensed through RECBC or willing to become licensed)

Job Location: Parksville or Campbell River

Status: Full Time

Company Description:

Bayview Strata & Rental Services is central and north Vancouver Island's largest Strata and Rental Property Management companies with three offices; one in Parksville, one in Courtenay and one in Campbell River. We are looking at another year of continued growth which is a result of our client focused and innovative services. Bayview Strata & Rental Services is fully licensed in Strata Management, Rental Property Management and Real Estate Sales. We are looking for the right candidate to join our family.

Job Duties:

We are looking for a candidate to join either our Parksville office or our Campbell River office in the role of Strata Agent. The right person will either be licensed in Strata Management through RECBC and will assume a portfolio of 18 – 22 strata corporations or will be working towards their license and will start as a Strata Agent Assistant. Preference will be given to the candidate that has 2 years experience or has just become licensed. As an Agent you will provide guidance to your strata portfolio, assist with meeting preparations, meeting attendance, minute production and distribution, work order production including dealing with trades, budget creation and maintenance, correspondence, and other such duties.

Qualifications:

Experience with Word, Excel and Outlook is required; illustration of such may be requested during interview. A good working understanding of financial accounting is needed. Ability to chair meetings in front of up to 150 people.

Training will be provided to the right candidate to learn our systems and policies; we are looking for the right person to fit into our work family dynamic – we work hard and play hard.

Benefits:

Established portfolio
Competitive wages
Benefit plan

How to Apply:

Send Resumes with Subject line "Strata Agent Sauder Application" to terry@bayviewmanagement.ca (no calls or walk in's will be accepted)

Application Instructions – A cover letter MUST be included with Resume; cover letter to detail license number (if licensed), date started Sauder Course (if started), preferred office location and salary expectations. Must be received prior to January 15th, 2018.