

**Job title:** Licensed Strata Property Manager

**Job location:** Victoria, BC

**Status:** Full time

### **Company Description**

Gibraltar Management Ltd is a mid-sized property management company in Victoria that specializes in strata property management. Although we are fully licensed for rental property management and real estate trade, we only manage Strata Corporations.

### **Job Duties**

We now require a fifth licensed strata manager to manage a modest portfolio of Strata Corporations ranging from 3 to 80 units. Preferably, the candidate will have 2 years' experience; however, if you are newly licensed and looking for a career in strata management, you may want to contact us as we are open to all licensed, or just about to be licensed, candidates.

### **Qualifications**

Experience with Word, Excel and Outlook is essential. Experience in QuickBooks would also be beneficial but not required.

There will be extensive training, regardless of your level of experience, to learn our systems prior to managing any strata corporations. More importantly, we are looking for someone who will fit into our current office environment and dynamic.

You will find our office to be very well organized and systems in place to handle many of the day to day challenges. We pride ourselves on a pleasant working environment and offer a competitive wage for the right candidate. We look forward to hearing from you.

### **Benefits**

1. Medical, Dental and Extended Health Plan
2. Office hours are Monday to Thursday 8:00am - 4:00pm, Fridays 8:00am - 12:00pm
3. On average, not more than 2 evening meetings per week
4. Competitive salary commensurate with experience

**Closing Date:** January 31, 2018

**How to Apply:** email resume to [gibraltar@shaw.ca](mailto:gibraltar@shaw.ca) or call Marv Walker: 250-380-3815.