



## **Full Time Strata Manager**

Abbotsford, BC

Campbell Strata Management is a well-established strata management company in Abbotsford. We are looking for a motivated and qualified strata manager to join our team. At Campbell Strata Management, we pride ourselves in our long-term commitment to serving in our community by providing the best in customer service and industry knowledge.

### *Qualifications:*

- Currently be licensed for strata management
- Preference given to candidates with at least one year of licensed strata management experience
- Excellent computing skills including the use of MS Office
- Must be well organized, detail oriented, and self-motivated
- Must possess excellent verbal and written communication skills
- Ability to meet deadlines and work under pressure
- Demonstrate professionalism and courtesy in the delivery of customer service
- Must be available for evening meetings

### *Responsibilities:*

- Prepare council meeting agendas
- Attend council meetings, prepare minutes, and take directives of councils
- Prepare annual budgets and Notices of General Meetings
- Attend Annual and Special General Meetings; preparation of minutes from these meetings
- Assist in the maintenance of records as required by the Strata Property Act
- Advise councils on compliance with the Strata Property Act in relation to the administration of the strata corporation e.g. bylaw enforcement
- Coordinate the repairs and maintenance of the strata corporation in accordance with the Act and Bylaws; obtain quotations and schedule work in a timely manner, as directed by the councils
- Act as liaison between council and trades as required

Benefits are offered after three-month probationary period.

Interested applicants should replay with their resumes and cover letter to [bill@campbellstrata.com](mailto:bill@campbellstrata.com).

Only qualified applicants will be contacted.

---

**Head Office**  
306 – 2777 Gladwin Road  
Abbotsford BC, V2T 4V1  
T 604 864 0380  
F 604 864 0480

**Surrey Office**  
210 – 17655 57<sup>th</sup> Avenue  
Surrey BC, V3S 1H1  
T 778 574 3454  
F 778 574 3448

**info@campbellstrata.com**  
**www.campbellstrata.com**  
Toll Free 1 866 272 0080  
Emergencies 1 604 855  
2400