

**Position:** Strata Property Manager

**Location:** Richmond, BC

Who are we? Bower Property Management is a fully licensed Strata and Rental Brokerage based in Richmond, BC. For 20 + years, we have been proud to provide a wide range of hands-on management services to a wide range of properties, from a single property to multiple residential high rises.

Our approach is different at Bower. First, we care about who we support. This is seen in our daily decisions and actions, as well as creating opportunities to engage with and within our communities through larger events. Second, we are in a growth mode. On this trajectory, we can see this leading to higher management positions if this is something you are interested in. Third, we offer flexibility in your approach, providing a work environment which allows you to structure and meet the requirements and needs of the role around your schedule.

If you care about your work and want to make a real impact in your community, this is a position for you!

To be considered for this opportunity, you MUST have the following:

- 1+ years' relevant property management experience
- A current Strata License with the Real Estate Council of BC, Rental License an asset
- Working knowledge of the Strata Property Act/ Residential Tenancy Act
- Experience drafting council meeting minutes, preparing budgets, letters and memos
- Excellent client care and management skills
- A high attention to detail, combined with strong organizational skills
- Valid Driver's License/own car

Why work here?

- Support offered, yet not micro-managed – this is an ideal environment to "run your own small business within the business"
- Community Approach – we care about where we work, including social and community support (ex. Year-end barbeques of 200 to 300 tenants)
- Growth – on current trajectory, there are opportunities for you to grow and develop your career
- Strong compensation, benefits, and vacation offering

Interested?

Apply today at: <https://www.linkedin.com/jobs/view/property-manager-at-bower-property-management-662046220/>