

As a result of our continued growth, **Firm Management Corporation** is seeking candidates for the full-time position of **Strata Property Manager** to join our dynamic and professional team. We are a privately owned business, established in 1993, that provides a supportive environment with the reputation of providing the gold standard of service for the industry. Our offices are in Saanichton and our clients are located throughout the thirteen greater Victoria municipalities.

Job Description

Looking for a change? As a Firm Management Strata Property Manager, you oversee a portfolio of strata properties. Salaries are competitive, dependent upon experience and related to the size of portfolio you are able and interested in maintaining. Cell phone and car allowances are provided. For evening council meetings, flex time is available. This position offers so much variety that you'll never get bored. We also provide initial training, ongoing professional development and expert support as well as a comprehensive benefits package.

What we're looking for:

- RECBC Strata Management License (Required)
- Previous experience with all aspects of strata property management and a sense of humour.
- Ability to build and maintain working relationships with office staff, tradespeople, strata council members and residents.
- Able to competently read and understand financial statements.
- Able to prioritize and be proactive with good problem-solving skills, judgment and innovation.
- Valid driver's license with satisfactory driving record and automobile insurance.
- Excellent verbal and written communication skills in English.
- Familiar with and able to use MS office Software (Excel, Outlook, Word).
- Strong Organizational and Time Management skills to meet deadlines and provide excellent service in a high volume, fast paced environment.

Why you want to work here:

- You get a thrill from providing superior customer service and knowing you positively impact people's lives every day.
- You love variety and challenges in your work day.
- You want to be a part of a great team that celebrates individuality, supports and builds people up.

Firm Management is powered by people and growing for the future. Every aspect of Firm Management is managed with the utmost care and attention to detail to foster a sense of community at each and every one of its properties.

We offer our employees competitive pay, benefits, on-going training, growth potential and so much more. Our workplace culture empowers staff at all levels to become involved in supporting and building vibrant communities.

Please send your resume and cover letter to Bonnie McCulloch at bonnie@firmmanagement.com by May 31, 2018