

Growing Management Company Looking For Strata Agents

Peninsula Strata Management Ltd. located in the South Surrey area is seeking a Strata Agent to manage a growing portfolio. We manage properties located in South Surrey, Surrey, Langley, Burnaby and the Tri-Cities.

This job is well suited for an agent looking for a good work to life balance and offers room for growth as desired within the company. In addition to flexible working hours, administrative support and training, we offer unlimited earning potential through our Referral Bonus/Commission and Additional Project Management additional to monthly strata/property management pay.

Applicants are required and must have;

1. A minimum of a current Strata Management License in British Columbia (additional licensees would be a n_added asset)_
2. Knowledge of computers and Microsoft Office Word, Excel and data bases
3. Work with Council and accounting team to prepare annual budget, approve invoices/financial statements.
4. Schedule, prepare, attend and record minutes for all council and general meeting
5. Advise Strata Council and Owners on issues and resolution as per Strata Property Act, rules, regulation bylaw of building
6. Obtain Quotation for work in Strata building and provide supervision and coordination of maintenance tasks as required.
7. Availability to attend evening meetings

Interested applicants are asked to please submit their resume to email Peninsulastratamanagement@gmail.com

Job Types: Full-time, Contract

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