

**Fraser Campbell Property Management Ltd.**, based in Surrey, B.C., is seeking a junior Strata Property Manager to join our team.

Responsibilities include assisting our team of managers with:

- Managing a portfolio of residential strata complexes.
- Prioritizing and conducting the business and projects generated by the portfolio in a timely manner.
- Managing projects, emergencies, contracts and contractors as generated by the portfolio in a timely manner.
- Creating meeting agendas, conducting meetings (some evening meetings required), and following up with accurate minutes.
- Administering financial matters of the portfolio including budgeting, analyzing expenses, and reviewing and coding invoices.

Qualifications:

- Valid Strata Property Management License.
- Personal integrity, with the ability to objectively provide outstanding customer service.
- Excellent verbal, listening, and written communication skills.
- Well-organized, multi-tasker with above average time management skills.
- Working knowledge of Outlook, Word, and Excel.
- Must have reliable vehicle.

Benefits:

- Private office.
- Medical/dental.
- Vehicle and phone allowance.
- Salaried Position.
- Three weeks vacation.

To apply, please reply with cover letter and resume to [keith@frasercampbell.com](mailto:keith@frasercampbell.com)