

Strata Manager (Co-Manager)

What We Are Looking For:

We are looking for a new or strata management licensee with *less than* two (2) years of experience. We are seeking an eager, over achiever looking to be part of a dynamic, driven team of professionals who wants to join the strata management lifestyle. The right candidate will not only have unwavering professional-ethics, a high capacity to learn, and good work-ethic, but also a fantastic sense of humour. The successful candidate is going to be inspired by constant new challenges with a customer-service and team-player mindset.

If you are just looking for a job, please do not apply. This posting is for people seeking a rewarding career in a mentally demanding but fun work atmosphere.

If you are interested in this position, but have not yet completed the Strata Management Licensing Course required to be licensed by the Real Estate Council of BC, please submit your resume outlining how you are otherwise qualified for this position.

Company Intro:

Obsidian Property Management Ltd. is real estate brokerage licensed in British Columbia, since 2012, currently offering Rental Property and Strata Management Services as per the *Real Estate Services Act of BC*. The Surrey Board of Trade awarded us for being a "Family Friendly" workplace. We built our business around "Doing It Better", by finding ways to serve both our clients' and employees' needs while also creating a fun professional atmosphere with active internal services support.

Work Atmosphere

- Respectful Employer-Employee Relationship
- Supportive, Active Management
- Engaged Team
- Bully/Harassment-Free Workplace
- Business Casual Dress Code – (Friday "Jeans Day")
- Flexible Work Hours
- Remote Access – Work from Home (...after probation is completed)
- Technology-Based Environment
- Family/Pet-Friendly Workplace
- Training and Supplier Networking Encouraged
- Office Located in a Platinum LEED Certified Building: Centrally Located in Newton Center in Surrey, BC
- Open Office for Team Collaboration
- Personal/Career Growth and Development Encouraged
- Dynamic Office Focused on Constant Improvement
- Intrapreneurial Spirit Encouraged
- Considerate of Work/Life Balance

- Regular Company Social Functions
- Large Equipped Breakroom
- On-line Shopping/Personal Packages Accepted at Reception

Job Description

The intention of this position is to give a licensee the opportunity to gain some experience prior to taking on his/her own portfolio of clients. In this position, you will co-manage portfolios with two (2) experienced strata managers and aid with a variety of duties and tasks assisting our strata clients administrate their corporations. It is expected that the successful candidate will be promoted into a Strata Management position once everyone is comfortable and a portfolio is available.

Requirements:

- Meet all the requirements to obtain a license as a Strata Management Representative through the Real Estate Council of British Columbia;
- Have a valid driver's license and road worthy vehicle;
- Be physically capable of performing client site inspections, including all areas of the property;
- Be physically capable of lifting 50 lbs;
- Be proficient in English language skills, both oral and written;
- Be proficient with office equipment/machines; and,
- Be proficient with computers, MS Word and Excel.
- Our office is highly automated and computerized; therefore, the incumbent will be expected to keep up and adapt to the latest technology.

Remuneration

- Current Salary: \$48,464.00 Annually
- Paid: Semi-Monthly on the 15th and last day of the month
- Medical, Dental, and Extended Health Benefits (Shared 50%)
- CRA T2200 Provided for Personal Work Expenses
- Flexible Vacation/Leave Policy

Benefits

- Free Secured Parking
- Company Paid Training
- Statutory and Civic Holidays Off
- Paid Annual Holiday Closure: Between Christmas and New Year's

Career Path

This position promotes to Strata Manager. Strata Managers' remuneration is based on commission calculated off the monthly management fees paid by the strata corporation clients within his/her portfolio. Strata Manager with a full portfolio can expect to make between \$50,000.00 to \$110,000.00 annually.

Apply To
askme@opml.ca