



Full Time Strata Manager, Victoria

Are you currently exploring a Strata Property management career challenge on Vancouver Island? Our client is a well known, full service and growing company looking for a licensed Strata Manager to maintain a mid-sized portfolio of strata properties within the Victoria area.

Responsibilities:

- Attend monthly Strata meetings
- Prepare meeting agendas, budgets and AGM documents
- Coordinate portfolios ensuring they are maintained in excellent condition
- Create and maintain solid relationships with all tenants, landlords and service providers
- Assist in setting goals and objectives for the company

Qualifications:

- Hold a track record of excellence and leadership
- Have the ability to direct and develop on-site building management teams
- Superior knowledge of financial obligations for clients
- Exemplary written, oral and public speaking skills
- A strong desire to create a client focused portfolio
- Strata License and 2+ years experience in strata management
- Valid driver's license and a reliable vehicle
- Working knowledge of the Strata Property Act and Regulations, Real Estate Services Act, Regulation and Council Rules.

Salary to \$80K plus car allowance and growth opportunities. If you think the Island life is calling you, please send your resume in WORD format to lerick@telus.net

Closing Date: September 15, 2019

Privacy and confidentiality are important to us; as such all applications are kept confidential. We will not share your information with anyone without your prior approval. While we will only be considering qualified applications for this particular role, if you are interested in pursuing an alternate career path, we would certainly be happy to speak with you about opportunities that fit your profile.