

## Strata Property Manager

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Accent Property Management Ltd. is looking for a new team member. If you are currently looking for an exciting new career and are enrolled, or intend to enroll in the strata management licencing course, or if you are licensed or have completed the licence course and are about to write your exam, we'd like to talk to you about the opportunity to work in our team environment, where you will be fully supported and trained in your role as a strata property manager. Our close-knit staff work together providing administrative, accounting and strategic assistance.

Accent is located in beautiful Vernon, BC and we manage properties predominantly in the North Okanagan. We participate in local continuing education opportunities and enjoy an excellent reputation in the area as a customer service based firm. We know and care about our clients and the professionals and contractors who assist them, and we care about our staff and their families. While management does require evening and on-call services, we endeavour to find balance between home and work. In addition, we have devised some useful and progressive tools to achieve maximum efficiency assisting both management and council members.

You will be guided in the process of applying your knowledge on a practical basis to achieve excellent customer service, computer skills and gain an understanding in the areas of management to assist strata corporations with their administration including managing their paperwork and correspondence, financial reporting, attending meetings and taking minutes, hiring qualified contactors to repair and maintain the strata, assisting council with administration of their bylaws, and dealing with insurance matters as they apply to strata. New licensees will be taught strategies and shadow a licensed manager as you acquire practical knowledge using some amazing tools.

The new team member will have a private office space, company computer, laptop, and cell phone provided for their use and have access to new an innovative office technology equipment to assist them with their duties. Personal vehicle use for work purposes is reimbursed on a per kilometer basis. Relicensing courses are paid for by the brokerage as well as attendance to local continuing education seminars. There will be extensive support.

This position will require:

- an organized, good natured individual with excellent communication skills,
- computer savvy, and
- the ability to multi-task using their ability to organize and use the required software to achieve timely results.

This individual will need:

- to be patient and assertive in getting information from various individuals,
- to use excellent listening skills, and
- have a knowledge of agency and privacy, along with common sense.

The approved candidate will need training in all aspects of the position, but must come to the table with:

- excellent English skills,
- an aptitude for numbers,
- excellent typing skills, and
- knowledge in Microsoft Word, Excel, and Outlook.

Our staff work in a team environment that is fast paced and requires great attention to detail. Each position interacts with others in the office and we keep a positive and compatible team approach. We enjoy time together in office as a tight knit team and facilitate the ability to work remotely with a balance of day and evening meetings, with flex time to offset evenings and on-call.

This is a full time, permanent position. Wages are dependent on your experience and the workload you can manage, along with incentives for on call and evening work. There is a three month trial period to ensure a good fit. If you feel you would like to join our team at Accent Property Management, please submit your resume to [nancy@accentpm.ca](mailto:nancy@accentpm.ca). The position will be listed for 6 weeks. Thank you.

Posted: August 19, 2019