

## **Licensed Strata Manager – Full Time (Surrey)**

We are offering an exceptional opportunity to a licensed strata manager wishing to join a medium sized strata management company. This particular portfolio is managed using a unique approach in the industry with a team approach. While the individual will be the key point person for their particular properties, the team is engaged in every property to ensure continuity and effective communication to cover holidays and absences without skipping a beat.

The team prides itself on service and this has resulted in client retention to the extent that they have never lost a customer contract. The properties range in geographical location from Walnut Grove, Clayton, Langley, Surrey, South Surrey and White Rock and are generally not further from the office than 30 minutes. There is a good mix of daytime and evening meetings. Work-Life balance is an important consideration and there is considerable flexibility in time off and holidays. The compensation is generous relative to the industry and will steadily increase with experience and performance.

### **Requirements:**

You must possess a RECBC license or be taking the Strata Property Management course at Sauder School of Business. Experience an asset but consideration will be given to experience in other sectors that translate to strata management. Proficient in Word and Excel. Knowledge of accounting is an asset! Must be proficient in English.

You will be responsible for a well established, professional portfolio - to be successful you need:

- \* Manage trades and maintenance personal
- \* Chair strata meetings
- \* Present financial position to strata council members upon request
- \* Impeccable customer service with Owners, Council members and Managing Broker
- \* Provide clear meeting notes to your administrative assistant
- \* Prepare meeting agendas
- \* Implement directives given to you by the Strata Council
- \* Provide advice to Council regarding the Strata Property Act

### **Benefits:**

- \* Great location, quiet air conditioned office with easy access to all of the properties
- \* Administrative assistance provided with a strata manager assistant
- \* Free parking
- \* Company cell phone

Salary based on experience but please submit your expectations. Start date ASAP

Resumes can be submitted in Word or PDF and references will not be contacted without your permission. Resumes should be emailed to: [ross@crpm.ca](mailto:ross@crpm.ca)