

About Campbell - a Frontline Group of Companies - www.flre.ca

People Focused. Culture Driven.

Established in 1982, Campbell Strata Management is a leading regional property management firm focused on Strata and Rental Management services for residential and commercial properties. Campbell operates out of two locations with offices in Surrey and Abbotsford, servicing the Metro Vancouver market. www.campbellstrata.com

Campbell's values are putting our people first with the vision of becoming the Best Place to Work in Strata Management. We believe in building our business around our people to deliver an exceptional client experience and raise the bar for property management services in our industry.

Campbell is the sister company of Frontline Real Estate Services, a commercial real estate brokerage. Visit www.flre.ca to learn more about our story and company culture.

Key Requirements:

- Strata Management license with relevant work experience in Strata Management
- Client focused – exceptional communication and relationship management skills
- Organized – strong time management and organizational skills
- Tech-orientated – very comfortable with technology in a modern work environment
- Agile – Able to work independently and remotely
- Attention to Detail – sense for quantitative (accounting) and qualitative precision (minutes/documentation)
- The ability and willingness to work outside regular business hours, when required
- A clear understanding of the Real Estate Services Act and the Strata Property Act
- A valid BC Driver's License and a motor vehicle

Key Responsibilities:

The main responsibilities of this position will include, but are not limited to the following:

- Assist and advise the strata council in understanding the Strata Property Act and other legislation pertinent to the management of strata corporations
- Assist with the enforcement of the bylaws and rules of the Strata Corporation
- Prepare for, organize, and guide council meetings, Annual General Meetings and Special General Meetings, which are generally held in the evening
- Take minutes of meetings and action directives as finalized by the strata council
- Prepare annual budgets, ensure collection of strata fees and levies, ensure accounts are received and paid on time
- Review financial statements
- Ensure emergencies are responded to immediately at all items
- Project Management - Procure services required at the building by obtaining and analyzing quotations for council's approval while verifying invoices

Campbell proudly offers competitive compensation/benefits, training, and a positive work environment.

Why Work With Us?

- People Focused Culture
- Flexible Hours and Working Arrangement – work from home
- Collaborative Exercise for Building and Adjusting your Portfolio
- Ample Administrative Support and After Hours Team
- Career Mentorship and Professional Development Programs
- Opportunities for Development into Commercial Strata and Rental Management
- Multiple Asset Class Exposure – residential strata, industrial, mixed-use, office and retail.
- Synergy (professional and business development) with Leading Commercial Real Estate Brokerage – Frontline Real Estate (Langley, BC)
- Local focus, Operations and Ownership
- Bonus Programs
- Competitive Benefits Package
- Company Events & Social hours

Job Types: Full-time, Permanent

COVID-19 considerations:

To keep out staff and clients safe Campbell Strata is following the necessary precautions as per Provincial, Federal and WorkSafe guidelines.

Private Equity



TRICOR PACIFIC CAPITAL
A FAMILY OFFICE

www.tricorpacific.com

- Vancouver, BC
- Purchase of 80+ companies
- Est 1996

Commercial Trading & Leasing



FRONTLINE
REAL ESTATE SERVICES

www.flre.ca

- Langley, BC
- \$2B in Transaction Value
- Est 2009



New Home Sales



www.breakside.ca

- Surrey, BC
- \$1B in Transaction Value
- Est 2011

Strategic Partnership



Frontline Group of Companies

People Focused Organization

Strata & Rental Management



CAMPBELL
Strata Management Ltd

www.campbellstrata.com

- Abbotsford/Surrey, BC
- \$1.3B Under management
- Est 1982




FRONTLINE PROPERTY SERVICES LTD.
www.flre.ca

What Does Our Team Say?

“It’s a place where your point of view is heard and management works with you as a team”

- Nadia Gabol, Strata Manager -

“After 10 years, I am still learning something new. I am being challenged and continue to grow”

- Kevin Arendt, Accounting -

“The people are great here. Very good team atmosphere and company culture.”

- Kevin Green, Director -



CAMPBELL
Strata Management Ltd

Platform Overview 2020



Established
1982

25



02



Offices Located
in Surrey and
Abbotsford

Licensed for Strata
Services & Rental
Management



Focused on
People and
Culture



\$1.3B Assets Under
Management