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Position Description

Position Title:	Strata Manager
Position Location:	Vancouver, BC
Status:	Full time; permanent
Department:	Strata Operations
Last Updated:	February 2020; Position open until filled

The Company

Do you aim high? Are you genuinely helpful? Are you looking for a place where you can make a difference, receive ongoing support and training, and build a rewarding, long-lasting career? Then you may be a good fit for FirstService Residential, North America's foremost property management firm. We're all about our associates, and as we continue to grow, we're looking for even more quality people who share our dedication to doing what's right, improving residents' quality of life, building great relationships and truly making a difference for their clients, their colleagues and themselves. Is that you? If so, we think you should get to know us.

Job Responsibilities

Reporting to one of our Regional Directors, the Strata Manager is responsible for providing management services to a diverse portfolio of strata buildings, attending required meetings (strata council and general meetings), conducting property inspections, supervising and/or directing employees/contractors within the portfolio and performing financial and administrative functions. This position will require work outside regular business hours, weekends or holidays.

Essential Duties & Responsibilities

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

- Advising the strata council regarding the application of their bylaws, the Strata Property Act and other relevant legislation (Real Estate Services Act, Residential Tenancy Act and Workers Compensation Act)
- Preparing for and effectively chairing council and general meetings, generally held in the evening
- Supervising or contracting building managers, security, maintenance, professional or other services required by a strata corporation
- Responding to emergencies & filing insurance claims

- Performing procurement duties (soliciting bids, reviewing contracts, processing invoices, overseeing contractor work, administering special projects)
- Recruiting and supervising site staff as needed
- Preparing annual council budgets, ensuring collection of fees and levies, ensuring accounts are received and paid on time
- Performing administrative functions (preparing notices, reviewing accuracy of certificates, updating building information, etc)
- Regularly visiting and inspecting sites

Other duties and projects may be assigned based on operational requirements and in accordance with the management services agreement.

Education & Experience

All internal applicants must have been in their current position for a minimum of 1 year to be eligible to apply.

The ideal candidate will:

- Possess 2+ years' experience managing residential strata properties, previous experience in a property management environment or similar related professional environment
- Possess a Representative License to provide strata management Services (as issued by the Real Estate Council of British Columbia).
- Possess Valid BC driver's license and automobile with business insurance

Knowledge, Skills & Proficiencies

The ideal candidate will:

- Demonstrate excellent organizational and time management skills and possess the ability to work in a high volume, face paced environment
- Be able to multi-task, prioritize to meet precise deadlines and be able to adapt quickly to change
- Possess superior communication skills, both written and verbal with a successful track record in working with clients/staff at all levels
- Be able to work independently and as part of a team with minimal supervision
- Possess excellent computer skills in MS Office (especially in Word and Excel)
- Demonstrate a high level of accuracy and attention to detail
- Adopt a positive and enthusiastic, hands-on approach with a strong bias to client service
- Be able to work outside regular business hours, as required

To apply, go to: <https://ca.indeed.com/job/strata-manager-c7bd8acacb5ce18c>