

## **Strata Manager – Newly Licensed**

If you are newly licensed Strata Manager, we would love to hear from you.

**Job Duties:** 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.

As a Strata Manager at FirstService Residential, you will:

- Advise 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)
- Prepare for and effectively chair council and general meetings, generally held in the evening
- Supervise or contract building managers, security, maintenance, professional or other services required by a strata corporation
- Respond to emergencies and file insurance claims
- Perform procurement duties (soliciting bids, reviewing contracts, processing invoices, overseeing contractor work, administering special projects)
- Recruit and supervise site staff as needed
- Prepare annual council budgets, ensure collection of fees and levies, ensure accounts are received and paid on time
- Perform administrative functions (preparing notices, reviewing accuracy of certificates, updating building information, etc)
- Regularly visit and inspect sites (Note: COVID protocols apply)

**Qualifications & Experience Required:** The ideal candidate has scheduled or recently passed their Strata Management Representative licensing examination. In addition, they bring experience from a professional environment with parallels to Strata Management; this could be hospitality, retail, administration. They will demonstrate a customer service mindset that encompasses superior written and oral communication skills. They will be highly efficient, organized, and skilled at time management and IT tools (particularly MS Office), enabling them to succeed in a high volume, high pace environment where the ability to balance completing priorities is critical.

Access to a vehicle for regular travel to the client site is a requirement of the role. This position will require work outside regular business hours, weekends or holidays.

### **About FirstService Residential:**

FirstService Residential BC is Metro Vancouver's leading strata management company, proudly managing more than 55,000 units across the Lower Mainland. FirstService Residential BC leads the property management industry as the only full-service provider of strata and rental management alongside a comprehensive suite of property services. FirstService is a values driven organization where we believe in making a difference every day by enhancing property values, and contributing to the communities under our care.

**FirstService Residential is proud to be an equal opportunity workplace.** It is our policy to promote equal employment opportunity for all current and prospective associates. This applies to all employment-related matters, including the recruitment process, hiring decisions, compensation and benefits. We are committed to providing and maintaining a working environment that is based on respect and preserves the dignity and rights of everyone in the organization. If you have questions before or during the application process about our equal opportunity workplace, please reach out to our Recruitment team.

**Job Location:** Office located at 200 Granville Street, Vancouver. Role can be performance semi-remotely, with a requirement to perform regular visits to client locations in the BC Lower Mainland

**Status:** Permanent full-time

**How to Apply:** Email [hr.bc@fsresidential.com](mailto:hr.bc@fsresidential.com) with a copy of your current resume, indicating “Strata Manager (Newly Licensed) Application” in the subject of the email

**Closing Date:** Recruitment is ongoing