

STRATA PROPERTY MANAGER

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Whistler Personnel Solutions
City of the Job	Squamish
Address of the Job	
Job Type	;#Full Time;#
Availability Requirements	;#Monday to Friday;#Monday to Friday with variable hours on weekends and evenings.;#
Level / Salary Range	Competitive salary that reflects number of years of experience as a licensed property manager.
Years of Experience	
Position Area	Professional
Date Job Posted	12/3/2018 12:00:00 AM
Application Deadline	1/3/2019 12:00:00 AM
Contact Name	Jacki
Contact Phone Number	
Contact Email	talent@whistler-jobs.com
How to Apply	TO APPLY: www.whistler-jobs.com/job/strata-manager/ Applications received via email will be redirected to the website
Job Description	<p>We have a career opportunity for a Strata Property Manager with one of the Sea to Sky’s largest strata management companies. This could be the start of a great career for the right candidate. Excellent salary, benefits and a Ski Pass allowance. Duties /</p> <p>Responsibilities Include:</p> <ul style="list-style-type: none"> - Managing a portfolio of strata properties in Squamish. - Administering financial matters of each property in portfolio, including budgeting, analyzing expenses and understanding the financial statements. - Creating meeting agendas and putting together meeting minutes. - Attending strata council meetings, AGM’s & SGM’s. - Casual business attire is required. - Report directly to and supported by the Managing Broker
Accessibility	

WorkBC Employment Services – Job Posting

<p>Desired Qualifications and Experience</p>	<p><i>The Perfect Candidate:</i></p> <ul style="list-style-type: none"> - BC Strata Management License (or currently enrolled the course) - As much related industry experience as possible. - Management experience (managing people, projects and facilities) - Good head for finances & budgets. - Background as a problem solver and able to calmly deal with challenges as they arise. - Excellent written and verbal communication skills. - Proficient in Microsoft Office programs. - Ability to multi task and prioritize. - Well organized and detail oriented. - Ability to work well independently and within a team. - Excellent customer service skills. - Self-motivated and able to take initiatives. - Must have valid BC drivers license and clean driving record. <p><i>Additional Information About the Role:</i></p> <ul style="list-style-type: none"> - Full-time, permanent career role. - Monday to Friday with variable hours on weekends and evenings. - If not already licensed, must be currently enrolled in the Strata Manager’s course with UBC. - Based out of an office in Squamish. - Competitive salary that reflects number of years of experience as a licensed property manager. - Benefits include excellent MSP & extended health package after 3 months and Ski Pass Benefit toward your choice of recreation.
<p>Opportunity Type</p>	<p>?</p>