



Strata Property Management Trainees

We are currently seeking professional, ambitious individuals to work towards obtaining their Strata Management License! If you are currently employed in the legal, construction, maintenance, real estate, or insurance industry and are looking for a career change, this may be the perfect opportunity for you!

Do you have:

- Familiarity with or willingness to learn the *Strata Property Act*
- Knowledge of, or some construction or building maintenance experience
- Effective written and oral communication skills
- Strong computer skills
- Keen problem solving skills and a superior attention to detail
- Ability to function in a fast paced, high volume work environment
- Strong organizational and time management skills
- A passion for learning and enjoy a challenge

Upon licensing, responsibilities include:

- Guide and advise strata councils on strata operations and the *Strata Property Act*
- Attend and prepare minutes of council meetings and General Meetings
- Arrange for repair and maintenance of strata common property
- Field owner inquiries and concerns
- Liaise with strata council
- Prepare annual budgets, collect strata fees, and review strata financial statements
- Coordinate strata insurance claims
- Supervise and administer property contracts and service agreements
- Attend to property emergencies
- Arrange for quotes for repair and maintenance
- Obtain legal advice when directed by client
- Regular property site inspections
- Administer special projects

Our company offers:

- Ongoing education and growth opportunities
- Supportive, interesting, and team oriented work environment

- Competitive benefits package
- Flexible work environment
- Vehicle allowance and smartphone
- Competitive salary

Please apply with resume and cover letter to michelle@cmlproperties.ca. Please note, candidates are subject to typical interview and reference checks, must have a valid driver's license and may be subject to a Criminal Records Check.