



Permanent, Full-Time Position Strata Property Manager - Licenced

As a Strata Property Manager with CML Properties, you will ensure that each property is managed in a professional, diligent, competent and efficient manner with the client's needs in mind. You will work towards maximizing satisfaction and harmony among clients while ensuring strict compliance with the prevailing industry legislation such as the *Strata Property Act*.

You will report directly to the company principals while working in a team environment, fully supported by an assistant, accounting staff and other property managers. Ongoing professional development, trade association membership and educational opportunities are encouraged and supported.

We are seeking individuals that have:

- 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
- Ability to prioritize and multi-task
- Working knowledge of building maintenance and mechanical systems
- Solid understanding of financial reporting
- Successful track record working with clients
- Willingness to work outside of regular work hours
- Enthusiastic drive to deliver exceptional level of customer service
- Clear understanding of the *Real Estate Services Act* and *Strata Property Act*
- Valid BC driver's license

Successful candidate will be responsible for:

- Guide and advise strata councils on strata operations and the *Strata Property Act*
- Attend and prepare minutes of council meetings and AGM's
- Arrange for repair and maintenance of strata common property
- Field owner inquiries and concerns
- Liaise with strata council
- Prepare annual budgets and 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 and service contracts
- Obtain legal advice when directed by client
- Regular property site inspections
- Administering special projects

We offer:

- Ongoing education and growth opportunities, including payment of RESBC licensing fees
- Supportive, interesting, and team oriented work environment
- Benefits package, including 50% extended health
- Flex day options
- Vehicle allowance and smartphone
- Opportunity for additional income from special projects
- Competitive salary (dependent upon experience and qualifications)

Please apply with cover letter to matt@cmlproperties.ca

Please note, candidates must have a valid driver's license and may be subject to a Criminal Records Check. Only those applicants selected for an interview will be contacted.