

Strata Property Management Trainees

CML Properties is always interested meeting ambitious individuals who are wanting 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 to meet with us!

About CML Properties:

CML Properties is a family run business with strong local roots in Kamloops BC. We specialize in comprehensive management of commercial, residential and condominium properties. Since 1980, CML Properties has built and maintained a strong reputation for superior property management in the province of British Columbia.

Based in Kamloops, CML Properties manages properties all over South Central British Columbia. We are focused on the management of high quality commercial, residential and strata properties with extensive experience in commercial leasing and sales.

Do you have:

- Familiarity with or willingness to learn the Strata Property Act
- Knowledge or experience in construction or building maintenance
- 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
- Enjoy being challenged professionally

Upon licensing, responsibilities include:

- Guide and advise strata councils on strata operations and the *Strata Property Act*
- Attend and prepare necessary documentation for council meetings and AGM's
- Complete work orders for repair and maintenance of strata common property
- Field owner inquiries and concerns
- 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
- Administer special projects

Our company offers:

Ongoing education and growth opportunities
Competitive benefits package
Competitive salary
Supportive, team-oriented work environment

Please send resume and cover letter to joan.zammit@cmlproperties.ca, if interested.