

## Real Estate Management Sales & Investments

535 Front Street  
New Westminster, B.C  
Canada, V3L1A4  
Tel: 604.521.0876  
Fax: 604.525.1299  
www.quaypacific.com



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**Position:** Junior Strata Manager, Full Time

One Team. One Vision. One Goal. We pride ourselves on smaller management portfolios that benefit our staff and clients' needs. We are seeking a Junior Strata Property Manager who will contribute to Quay Pacific's commitment to excellence by working with councils to maintain multi-million dollar real estate assets. Strata managers will have opportunities to make a positive difference in the lives of our clients. Our portfolio consists of buildings in New Westminster, Vancouver, Burnaby, Surrey and the Tri-Cities.

We are currently looking to fill the position of an Junior Strata Manager who meets our Core Values:

1. Are dedicated and have a commitment and passion for their work
2. Are resourceful problem solvers
3. Work with integrity and are honest and respectful
4. Are reliable, consistent and accurate
5. Are service-driven
6. Are accountable
7. Strive for excellence and self-improvement

### **Job Responsibilities:**

- o Manage the work of trades and maintenance personnel
- o Able to understand and present a financial position to council members
- o Effectively manage owner requests and queries as directed by council
- o Suggest service requirements to clients, and develop property maintenance plans
- o Coordinate with strata manager assistants

### **Job Requirements & Qualifications:**

- o Minimum 1 year of experience in a strata management role
- o Must possess a RECBC License to provide strata management services
- o A RECBC License to provide rental property management services is an asset
- o Self-motivated and able to work independently and in a team environment
- o Fast learner and driven by self improvement
- o Demonstrate superior client service skills
- o Excellent written and verbal communication skills with a strong command of the English language
- o Have excellent organizational skills with attention to detail
- o Proficient with office software including: Word & Excel
- o BC Driver's License and a licensed vehicle

In addition to a competitive salary, benefits include: medical, dental and LTD, as well as training and development allowances.

All submissions will be kept in strict confidence. Please reply to [quaypacifichr@gmail.com](mailto:quaypacifichr@gmail.com) with your resume and a cover letter outlining why you believe you are a perfect match for this position. **Please include your salary expectation.** No phone calls please. Only those selected for an interview will be contacted.