

## Real Estate Management Sales & Investments

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**Position:** 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 currently seeking an experienced property manager who will contribute to Quay Pacific's commitment to excellence by working with councils to maintain multi-million dollar real estate assets. 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 experienced 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 Requirements & Qualifications:

- 2-5 years of experience in a strata management role
- Must possess a RECBC License to provide strata management services
- A RECBC License to provide rental property management services is an asset
- Self-motivated and able to work independently and in a team environment
- Demonstrate superior client service skills
- Excellent written and verbal communication skills with a strong command of the English language
- Have excellent organizational skills with attention to detail
- Proficient with office software including: Word & Excel
- Resourceful and exceptional time management skills
- BC Driver's license and a licensed vehicle

Job Responsibilities:

- Manage a portfolio of 8-10 strata properties
- Manage the work of trades and maintenance personnel
- Able to understand and present financial position to council members
- Effectively manage owner requests and inquiries directed by council
- Suggest service requirements to clients, and develop property maintenance plans
- Coordinate with strata manager assistants

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.