

## Strata Property Manager

Richmond Property Group Ltd. (RPG) is a well-established, locally owned Commercial and Strata Property Management firm licensed under the Real Estate Act of British Columbia situated in Victoria, BC. We offer an unparalleled level of excellence of Real Estate services for our clientele, many of whom have benefited from our Principals' services for over 11 years. We offer services in the Greater Victoria, Gulf Islands and Sooke areas.

RPG is currently inviting applications for a motivated Strata Manager to join our growing team. You will need to have a minimum of three (3) years' strata management experience:

### The Strata Manager is responsible for:

- Managing a portfolio of strata buildings consisting of both commercial and residential units, and/or sectioned stratas.
- Scheduling, preparing, attending and recording Minutes for Strata Council meetings, AGMs and SGMs (including attending evening meetings, if required).
- Working with Council to prepare the annual budget, analyze forecasts and expenses, including the contingency fund; assist accounting department with the preparation of monthly financial statements and monthly operational reports, accounts payable and other strata accounting functions.
- Effectively and efficiently work with the Strata Council and Owners to advise them on issues and how these are dealt with as per the Strata Property Act, including compliance within the rules and regulations and bylaws of the complex as directed by the Strata Council.
- Maintain all records, and prepare Master Listings, summarizing the terms and conditions for each unit of the strata corporation, which will include unit entitlement.
- Comprehensive familiarity of the filing of forms under the Strata Property Act.
- Provide general supervision and dispatch appropriate maintenance and trades people as required.
- Handle and advise on tendering and bidding on special projects and major repairs.

### Qualifications:

- Must have a minimum of three (3) years' strata management experience.
- Valid BC Driver's License and reliable vehicle.
- Have a flexible schedule; be available for on call duties and after hour callouts.  
Detail oriented, creative, well organized, and able to work under pressure to meet deadlines.  
A team player with excellent written and verbal communication expertise including working expertise of Microsoft Office (Word, Excel, Outlook) and property management software proficiency; (Info Tracker or Spectra Property Management preferred); or equivalency would be an asset.
- Self-motivated, and able to work independently and work well under direction.
- Demonstrate superior customer service skills and utmost professionalism.



Please include a resume and covering letter with your application and mail or email to:  
Richmond Property Group Ltd.  
201 – 1537 Hillside Avenue  
Victoria, BC V8T 2C1  
[admin@richmondproperty.ca](mailto:admin@richmondproperty.ca)

Only short-listed applicants will be contacted.