**Job Posting:** [**https://ca.indeed.com/jobs?q=Strata%20Property%20Manager&l=British%20Columbia&vjk=5694bc79a1fff30e&advn=1039152388845430**](https://ca.indeed.com/jobs?q=Strata%20Property%20Manager&l=British%20Columbia&vjk=5694bc79a1fff30e&advn=1039152388845430)

**Licensed Strata & Rental Property Manager – Vancouver or Surrey**

**Pacific Quorum is seeking licensed Strata & Rental Property Managers to join our team in our Vancouver or Surrey**

We are one of the largest locally-owned and operated property management companies in BC. With 14 offices across BC, we offer much opportunity for growth and advancement.

**UNIQUE IN WHAT WE OFFER:**

* Competitive Salary & Comprehensive Benefits Package
* Additional earning opportunities through Project Management
* 3 weeks‘ paid vacation PLUS 5 Flex Days to start (increasing to 10 flex days at 5 years of employment)
* Work from Home Opportunities
* Well-balanced Portfolios and manageable workload
* Advanced technology to save time
* Car allowance or mileage
* Extra Staff Appreciation days off

**OUR WORK ENVIRONMENT**

* Outstanding team culture and working environment – we believe that our work environment should always be a place to learn, laugh and succeed
* Team of fun and respectful professionals
* Team building activities and company events throughout the year - we work hard and take time to enjoy life

**GROWTH / CAREER DEVELOPMENT:**

* Limitless opportunities for Career Growth and Advancement
* Each PM is assigned a dedicated admin who will provide full, advanced admin support
* In-house accounting staff for support with financials
* Outstanding Training Program including mentorship from Senior Property Managers and monthly Training Days with Industry Experts
* Training Allowance
* We have monthly employee recognition program and awards to recognize outstanding individuals
* We have a progressive development program for new licensees to ensure they have the support and resources to succeed in this industry!

**JOB DESCRIPTION:**

You will be managing a portfolio of strata properties. You will be responsible for managing relationships with our strata council clients, handling day-to-day operations, maintenance, administrative and financial management for the properties within your portfolio.

**REQUIREMENTS:**

* **Strata or Rental Management License in BC**
* Real Estate/Property Management experience with a minimum of 2 year direct experience in Strata Management
* A clear understanding of the rules and regulations of the Real Estate Services Act
* Competence and confidence with all aspects pertaining to Strata Councils, AGM's and SGM's
* Sound knowledge of financial and budget reviews, and insurance policies relating to strata corporations.

Job Types: Full-time, Permanent

Salary: $50,000.00-$70,000.00 per year

Benefits:

* Dental care
* Extended health care

Schedule:

* Monday to Friday

Ability to commute/relocate:

* Surrey, BC V3T 1W5: reliably commute or plan to relocate before starting work (preferred)

Experience:

* property management: 1 year (preferred)

**Works Cited**

Pacific Quorum. *Strata Property Manager Jobs*, 2022, https://ca.indeed.com/jobs?q=Strata+Property+Manager&l=British+Columbia&vjk=5694bc79a1fff30e&advn=1039152388845430.

9575 162 street

Surrey, B.C. V4N 2B6

April 5th, 2022

Ciprian Floroaie

Managing Broker

Pacific Quorum Properties

201 – 1374 104th Avenue

Surrey, B.C.

V3T 1V5

Dear Ciprian Floroaie,

I was elated to see that Pacific Quorum is hiring in my hometown of Surrey, B.C. Since I joined the Strata Industry over five years ago, it has been a dream of mine to join the team at Pacific Quorum someday. I believe my work ethic, enthusiasm, determination to succeed and related experience make me a strong candidate for the position that you have posted. I have heard nothing but good things about Pacific Quorum from my industry colleagues.

For the last five years, I have been working as a strata manager for , West Coast Property Management, Associa B.C and REMI Realty. My assigned duties included organizing council meetings, creating an agenda and minutes for council meetings, answering owner emails and phone calls, going to site visits, handling owner concerns or complaints, managing trades and trade relationships and overall taking care of a portfolio of strata buildings. This position requires professionalism at all times and attention to detail which I believe gives me the skills necessary for a delivery driver position within your company.

 In addition to doing property management, my other activities such as coaching and umpiring baseball, prove that I have strong leadership, can deal with pressure situations and that I can work individually or in a team environment. Also, working with Montana’s for three years and being able to work my way up the company proves that I am a committed, hardworking individual who loves a challenge. I would be honoured to join your team as an entry level employee and work my way up to a senior position when able.

With my leadership, hard work, discipline and professionalism, I know that I am an excellent candidate for a position within your company. I look forward to hearing from you to set up an interview where I can answer any questions you may have. My references would be happy to attest to any information in this cover letter or resume. You can reach me anytime at kcolos94@student.ubc.ca.

Thank you for your consideration,

Kenny Colosie

**Kenny Colosie**

9575 162 Street Surrey, BC V4N 2B6 (778-829-5301)

Kcolos94@student.ubc.ca

**OBJECTIVE** A Property Management Position, advancement to Managing Broker

**EDUCATION** *University of British Columbia, Vancouver BC*

2012 - PRESENT Bachelors of Business in Real Estate

# EMPLOYMENT

January 2022 - PRESENT *West Coast Property Management, Vancouver B.C.*

Manage a portfolio of mixed use, commercial and residential properties mainly located in Vancouver and Burnaby. Schedule maintenance, handle owner correspondence, prepare and manage budgets, manage projects of various sizes.

January 2020 - December 2021 *REMI Realty, Langley B.C.*

Manage a portfolio of mainly commercial and new construction, residential properties mainly located in Langley and Abbotsford. Schedule maintenance, handle owner correspondence, prepare and manage budgets, manage projects of various sizes.

January 2016 - January 2020  *Associa British Columbia, Surrey, B.C.*

Manage a portfolio of mixed use, commercial and residential properties located throughout the lower mainland. Schedule maintenance, handle owner correspondence, prepare and manage budgets, manage projects of various sizes.

**LEADERSHIP** *Awards*

Student Leadership Award -

*Languages*

Fluent in English

*Activities*

Level 4, National Baseball Umpire (Present)

**REFERENCES** Available upon request

# Reference Requests:

9575 162 Street Surrey B.C V4N 2B6

April 05, 2022

Daren Sello

#208 – 8333 Eastlake Drive

Burnaby, B.C. V5A 4W2

Dear Daren,

As a current employee, I know that you are continuing to see success in your business and growing it from the ground up. I hope that this path to success continues for you. I am reaching out to you today because, as you know, I have applied for a position at Pacific Quorum and I would appreciate if you would be a reference for me on my application. The application is for an advanced Strata Management position which we have discussed.

While I worked for West Coast Property Management, I gained a lot of insight into onboarding new buildings and the transition process for new buildings. I also obtained knowledge in the procurement of new clients aspect of the business and have developed new skills due to your training. I know that you have nothing but good things to say about Pacific Quorum and have wished me well on my journey. Further to our conversations, I have decided to apply for the position at Pacific Quorum. It would be lovely if you could attest to my skills as a property manager that you have seen during my time at West Coast Property Management.

Thank you for your consideration of my request. I know as the President of the company you are quite busy and I understand if you are unable to be a reference for me. Please let me know either way at your earliest convenience. If you have any further questions regarding this or would like to discuss it further, please reach out to me and ask.

Best Wishes,

Kenny Colosie

9575 162 Street Surrey B.C V4N 2B6

April 05, 2022

Wayne Cau

#202 - 8047 199th Street

Langley, B.C. V2Y 0E2

Dear Wayne,

I hope that you are seeing continued success in your business at REMI Realty. It was a pleasure to be an employee of yours in the past. I am reaching out to you today because I have applied for a position at Pacific Quorum Property Management and I would appreciate if you would be a reference for me on my application. The application is for an advanced Strata Management position

While I worked for REMI Realty, I gained a lot of insight into onboarding new buildings and the transition process for new buildings. I also obtained knowledge in new construction buildings, setting them up and how to effectively manage warranty claims, I have developed new skills due to your training. I know that you had nothing but good things to say about Pacific Quorum in the past. Further to our conversations, I have decided to apply for the position at Pacific Quorum. It would be lovely if you could attest to my skills as a property manager that you saw during my time at REMI Realty.

Thank you for your consideration of my request. I know as the President of the company you are quite busy and I understand if you are unable to be a reference for me. Please let me know either way at your earliest convenience. If you have any further questions regarding this or would like to discuss it further, please reach out to me and ask.

Best Wishes,

Kenny Colosie

9575 162 Street Surrey B.C V4N 2B6

April 05, 2022

Adam Lord

13468 77th avenue

Surrey, B.C. V3W 6Y3

Dear Adam,

I hope that you are seeing continued success in your roll at Associa B.C.. It was a pleasure to be an employee of yours in the past. I am reaching out to you today because I have applied for a position at Pacific Quorum Property Management and I would appreciate if you would be a reference for me on my application. The application is for an advanced Strata Management position

While I worked for Associa B.C., I gained a lot of insight into the Strata Management profession and the industry as a whole. Associa .C. onboarded me with no experience and provided the training for me to be competitive in this industry. I appreciate that training that was provided so that I could go onto a successful career I property management. I know that you had nothing but good things to say about Pacific Quorum in the past. Further to our conversations, I have decided to apply for the position at Pacific Quorum. It would be lovely if you could attest to my skills as a property manager that you saw during my time at Associa B.C.

Thank you for your consideration of my request. I know as the Vice-President of the company you are quite busy and I understand if you are unable to be a reference for me. Please let me know either way at your earliest convenience. If you have any further questions regarding this or would like to discuss it further, please reach out to me and ask.

Best Wishes,

Kenny Colosie