



## SUPERIOR STRATA

Strata Management Service

### **Role information**

Job title

Strata Manager

Location

Revesby NSW 2212

Category

Real Estate & Property • Body Corporate & Facilities Management

Work type

Full-time

### **Job Description**

- Flexible Working Hours
- Work in a friendly, fun team

An opportunity has risen to join our highly respected Strata company renowned for excellence and operating with a high level of integrity and professionalism.

### **Job**

### **Responsibilities:**

We are looking for a full time Strata Manager who understands legislation for working in this industry, someone who is enthusiastic and can work autonomously. With full support, your role consists of:

- Managing a portfolio of buildings and advising clients in accordance with relevant legislation and attend meetings
- Arrange quotations and repairs and maintenance for works required
- Budgeting, preparing invoices, dispute resolution and writing agendas and minutes.
- Convene and conduct meetings and providing advice as required
- Providing a customer-focused strata service and minimising the loss of buildings.

**Qualifications:**

- A current Strata Certificate of Registration or Class 2 licence
- Excellent Communication Skills both written and verbal
- Strong attention to detail with the ability to multi task
- Work in a team environment

**About You**

We are looking for an organised, self-motivated person who is passionate about customers and committed to creating a great customer experience. We take a lot of pride in our work, so collaboration, flexibility, agility and communication are important. We're interested in someone who can flourish in a team environment and can also work autonomously.

Job Type: Full-time

Benefits:

- Salary packaging

Schedule:

- Monday to Friday

Supplemental pay types:

- KPI Bonus
- Christmas bonus
- Commissions
- Vehicle
- Petrol Card

Ability to commute/relocate:

- Milperra, NSW 2213: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Strata Management: 2 years (Must Have)

Licence/Certification:

- Current Certificate of Registration (Real Estate) (Must Have)
- Driver Licence (Must Have)

Work Authorisation:

- Australia (Must Have)

Work Location: In person

Contact:

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