

## **Senior Strata Manager – Strata One**

Looking for that next step in your career?

Due to significant growth we have an exciting opportunity for a **Senior Strata Manager** to join our team.

Based on Sydney's Northern Beaches, this exciting opportunity is part of a small and supportive team where you can make a real difference managing a niche portfolio.

### **About the company**

At **Strata One** our philosophy is that Strata Management is not only about bricks and mortar, it's about people. This is reflected in our commitment to invest in staff development. Having won best medium sized Strata Management company in NSW we credit our success to our ethical and personalised approach. Our vision is to be part of a world in which all apartment owners feel a sense of community and can relax knowing that their asset is protected.

### **About the role**

#### **Duties & responsibilities**

- End-to-end management of a Strata portfolio, including meetings, documentation, budgets, work orders, and administration
- Managing high-volume client enquiries and day-to-day maintenance, including site visits, inspections, and client meetings
- Coordinating complex projects and overseeing compliance requirements

#### **Skills & experience**

- Prior strata management experience preferred, affiliated industry experience such as property, finance, hospitality management or legal will also be considered
- Strong finance and administration skills
- Detail-oriented, customer-focused
- Effective communicator with strong negotiation and prioritisation skills
- Quick, lateral thinker

#### **Benefits & perks**

- Career progression within a small, supportive Narrabeen-based team
- Autonomy to make a real impact, with empowered ways of working

- Competitive package with incentive
- This role is a full time permanent position located in our Narrabeen office.

**To express your interest in this role email your resume and cover letter to [careers@strataone.com.au](mailto:careers@strataone.com.au). Alternatively call Karly on 0412 606 832 for a confidential discussion.**