

December 2018

**Job Title: Strata Manager
North Vancouver Office**

The Company:

The Wynford Group is a local family owned business that places great value in our people as well as the services we offer our clients. We have taken a conservative approach to growth over the last 33 years of business and have one of the lowest turnover rates in staff and clients as a result.

The Opportunity:

We are looking to fill the role of Strata Manager at our North Vancouver office. This is a licensed position, great for someone with excellent administration abilities. The portfolio is a large strata complex in North Vancouver consisting of just over 1,200 units. The candidate will be under the mentorship of the general manager who is also a licensed strata agent.

Job Title: Strata Manager
Location: North Vancouver
Start Date: As soon as possible
Compensation: \$50,000 to \$60,000 based on experience
Benefits: Comprehensive extended benefits program

This is an excellent opportunity for someone new to the industry, looking to join a company with high standards and established procedures that enable us to provide premium service.

The Candidate:

- Licensed Strata Manager
- Administrative background
- Able to work under pressure and as part of a team
- Intermediate computer skills (Microsoft Office, Yardi - is an advantage)

The Application:

If you feel you would be a fit for The Wynford Group and have the relevant experience required, please send in your cover letter and curriculum vitae (CV) to careers@wynford.com. We will review your application and contact you to schedule an interview.

Thank you.