

****SOUTH ISLAND PROPERTY MANAGEMENT IS GROWING!****

Due to continued portfolio growth, we are seeking a licensed Strata Property Manager to join our team.

South Island Property Management Ltd. is a locally owned, family-oriented company serving communities from Sidney to Sooke and Duncan, BC. We are committed to providing responsive, relationship-focused property management and supporting our managers with strong administrative resources, ongoing training, and a collaborative team environment.

This is an excellent opportunity for a motivated professional who enjoys problem-solving, building client relationships, and managing a diverse portfolio of strata corporations.

Compensation & Portfolio

Compensation: \$60,000 + Base Salary or 35% of portfolio income
2 weeks Holiday (3 weeks after two years)
Flex Time Off (after probation period and portfolio is full)

Typical Portfolio Size: 15-20

Type of Portfolio: Mixed styles and sizes

What We're Looking For

The ideal candidate will be passionate, goal-oriented, reliable, responsive, and a strong team player. You should possess excellent organizational and communication skills, a positive attitude, patience, and a strong work ethic.

You will work closely with other managers and staff to ensure our clients receive exceptional service and support.

Key Responsibilities

- Manage a diverse portfolio of strata properties.
- Build and maintain strong relationships with clients, contractors, vendors, and colleagues.
- Review financial statements, prepare budgets, and approve invoices.
- Coordinate maintenance schedules and oversee projects in a timely manner.
- Attend council and general meetings (evening meetings are required) and complete follow-up action items.
- Communicate effectively both verbally and in writing.
- Demonstrate resourcefulness in problem-solving and conflict resolution.
- Maintain accurate records, schedules, and documentation for each property.
- Support team members and collaborate on company initiatives as required.

Day-to-Day Duties

- Obtain quotes and coordinate maintenance and repair work.
- Schedule contractors and ensure work is completed to an acceptable standard.
- Respond to emails and phone calls in a timely manner.
- Conduct occasional property inspections and assessments.

- Assist councils with operational and administrative matters.
- Ensure compliance with the Strata Property Act and the strata corporation's bylaws and rules.

Qualifications

- Valid Strata Property Management License (required)
- Minimum 2 years of property management experience (required)
- Strong customer service and client relationship management skills
- Proficiency in Microsoft Excel and Microsoft Office
- Strong administrative, organizational, and time-management abilities
- Excellent phone and email communication skills
- Experience with property management software is considered an asset

What We Offer

- Automobile/phone allowance
- Company events
- Dental care
- Extended health care
- Flexible schedule
- Life insurance
- Vision care
- Ongoing training and professional development

Why Join South Island Property Management?

We believe property management is about relationships, responsiveness, and accountability. Our team is dedicated to raising the standard of service in the industry while maintaining a supportive workplace where managers have the tools and resources they need to succeed.

Apply Today

Email: strata@sipmltd.com

Drop off your resume at:

South Island Property Management Ltd.

103-2220 Sooke Road, Colwood, BC

Job Type: Full-time

Work Location: In person