

Senior Strata Manager

- **To \$110K Package plus super + B's**
- **Rose Bay**
- **Outstanding brand in the Strata industry**
- **Portfolio tailored to your experience**
- **Large business with massive career potential**
- **Generous Schedule B's**

The Company

Our client is one of Sydney's leading Strata companies. Privately owned, they reward their staff with excellent incentives and a career path within the company. The organisation has multiple offices, strong and supportive management with excellent exposure of the Sydney market.

The Role

As a Senior Strata Manager you will be based in their Eastern Suburbs office and manage a portfolio that will be tailored to your experience and desire. You will work on a Monday to Friday basis with some after-hours meetings where you will be rewarded with Schedule B's and get time off in lieu.

The Duties

- Day to day management of the portfolio / estimated in the 800-1000 bracket with the number of buildings in the 30-40 range
- Establish and maintain effective reporting relationships with relevant Owners Corporation & Executive Committees
- Prepare for and conduct AGM's, ECM's etc
- Arrange access for quotes & repairs
- Obtain & circulate quotes
- Manage annual audits, insurances etc

The Requirements

- Experience in autonomously managing a portfolio
- Good understanding of the Act
- Strong administration & communication skills
- Strata Certificate or License and car / driver's license
- A current Strata Certificate
- Be a team player & well presented

Why You Want It

- They are considered an 'Employer of Choice'
- This organisation enjoy promoting within
- The company is small enough to feel that you're making a difference, and large enough to offer real career growth opportunities

- They are professionals, yet they enjoy coming to work and have a good time working as a team
- Friendly, people focused and enjoyable place to work
- Company with outstanding reputation
- Generous Schedule B's (based on last years performance)
- Excellent support

HOW TO APPLY

We would like to hear from you, so please send your application to:

Sharon Bennie

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