STRATA MANAGER /EXPERIENCED

- Full Time Position
- $60K - 70K Package + Commissions

Depending on experience/qualifications

Attention STRATA MANAGERS in SYDNEY! Seeking an experienced Strata Manager to join the pro-active team that offers premium, hands on strata management services across Sydney.

Premium Strata is a small boutique agency that prides them self for their outstanding customer service with a reputation for delivering professionalism and efficiency. We provide excellent strata management services to all Strata and Community properties.

The role is to take over a small existing residential portfolio covering metropolitan Sydney area. The portfolio is low maintenance and easily managed.

The ideal candidate will need to have exceptional communication, customer service skills and will continually ensure to maintain excellent service levels to customers.

This is a very busy and challenging role, you will ideally have a minimum of three years experience in Strata.

Applicants will need to have a proven track record demonstrating the following skills:

- Excellent communication skills both written and oral;
- Exceptional Organisation and efficiency;
- Self-motivation -
- Excellent computer skills
- Professional and enthusiastic approach to work;
- Excellent time management skills
- Excellent Customer Service ethics
- Ability to multi task & prioritise
- Ability to work under pressure
- Excellent administration skills
- Attention to detail

This is an excellent opportunity to join a growing, professional and reputable organisation offering an excellent working environment.

If you are seeking an opportunity to progress your career in strata management, and want a role with challenge and great opportunity, than this role could be the one for you!

Applications must be in writing.

Sound like the role for you! **Email your cover letter and resume to:** cyaacoub@premiumstrata.com.au