

Strata & Co.

Employment Opportunity Available

We are a boutique Strata company located in Ryde, looking for a reliable, motivated and confident person to join our current team and get involved in all aspects of Strata Managing and to further their career in the Strata industry.

A solid understanding of the Strata fundamentals from your Certificate of Registration and strong & clear written and verbal communication skills are key to achieve your responsibilities of the day to day strata management position.

Your role will include

- Liaising with owners, committee members, agents, tenants and trades.
- Organising budgets & finances, preparing minutes and attending meetings.
- Growing strata portfolio and clientele.
- Regular communication and weekly meetings with management.

Plenty of support and training can be provided on site and our office is located close to public transport but would prefer if candidate held current drivers licence.

Salary and RDO package will be based on experience and formally reviewed annually to potentially achieve your progressive position within the company.

Is this job not for you ? Are you thinking of a friend that would be a good fit for our team?

Please forward our employment proposal, we would happy to hear from any potential job seeker in the Strata industry to join our fun, motivated and exciting team.

Please forward your current CV to nicole@strataandco.com.au