






Trainee Strata Manager

Strata Sense Pty Limited

-  Surry Hills, Sydney NSW
-  Body Corporate & Facilities Management (Real Estate & Property)
-  Full time

About us

Strata Sense's mission is to bring first class professional service standards to strata management. We are a fast-paced, entrepreneurial, and innovative strata management company. We have a strong track record building, developing, and retaining industry talent.

With a strong focus on specialising in the management of premium and large developments it ensures that we can provide the highest standard in strata management.

For more details about what we can offer you to take your strata management career to the next level and what our team has to say about working with Strata Sense, check out <https://www.stratasense.com.au/careers/>.

About the role

We are looking for a motivated and enthusiastic individual seeking excellent training in a professional industry, who we can train to be a Strata Sense-calibre strata manager. The role reports to the General Manager - Strata and is part of a collaborative team of other professional strata managers and client support staff.

The successful individual will work through a Strata Sense training program and then take on a portfolio. Once trained and qualified, you will be responsible for managing a portfolio of sites, ensuring great client outcomes, meeting all legislative requirements, and providing excellent advice and professional support to our clients and suppliers.

The average portfolio at Strata Sense for trained and qualified managers comprises approximately 25 buildings and 1400 lots, with building managers on approximately 95% of sites. Strata managers are supported by a client experience team, accounts team, compliance team, and meeting administration support team.

About You

Your minimum qualifications and experience:

- At least two years work experience in a professional office environment, OR have a tertiary qualification in a complimentary background (such as law, accounting, construction, project management)
- Hold an Assistant Agent's license, or be prepared to complete the required qualifications as soon as possible

We look for people who are aligned with our company values of clients first, operational excellence, family, innovation, professionalism, and teach & be taught, and who:

- are highly motivated
- have a strong work ethic with the ability to problem solve
- are team players
- have strong administration skills and an eye for detail
- have a sense of urgency

As clear communication forms a major part of the role, only applications with a well-written cover letter will be considered. Please apply by submitting your resume and cover letter through the form on our website Careers page.

We will be in touch with shortlisted candidates only.