



## **Who we are**

Tribe is a Vancouver based property management company specializing in strata and rental management services. We are responsible for the day-to-day operation and management of residential & mixed-use properties in our portfolio. Combining our obsession with technology and an unwavering passion for creating vibrant strata communities, we provide community management with heart. While we operate in a very traditional industry, we are anything but. Our property management team cohabits with our parent company, bazinga! Technologies Inc. Being in the same office allows us to work side-by-side in a tech-focused environment.

## **Our Culture**

We are a closely-knit team of 50+ talented individuals working out of our modern office in Coal Harbour, downtown Vancouver. We have ping-pong and foosball on-site, kombucha on tap and insta-worthy Treat Tuesdays. Take a break in our comfortable lounge or need to get some fresh air? Borrow one of our loaner road bikes and head to Stanley Park for a lunch hour ride. We live community, even at work. Join us for end-of-month socials, a monthly documentary film afternoon and regular team building events. We are also a canine-friendly office! You may see our furry friends wandering our halls looking for a doggy treat. And lastly, we offer health, vision & dental coverage and 3 weeks' vacation time.

## **Community Coordinator**

Tribe has an immediate opening for a Community Coordinator [Full time, permanent] to join our administrative team who are passionate about providing support to a range of Tribe's stakeholders. This role is a great fit for someone who has a keen eye for details, loves deadlines and is always striving to go the extra mile.



## **You...**

Are bold and genuine, with a quirky sense of humour. You have a curious nature that drives you to discover and learn about new things. Above all, you value collaboration and being a part of a team that's bound to become like a second family – your work, Tribe.

While your text game is strong, you still prefer old-fashioned communication - think complete sentences, proper grammar, formality where required. You have a love affair with technology and can navigate your way around social media, but at the end of the day, you know that communication and customer service is about professionalism, accuracy and timeliness, not the tool it is delivered by.

## **What you bring**

- 1 – 2 years of experience in an administration or service-based role
- Excellent command of the English language along with above standard verbal and written communication skills
- Extensive technology experience using programs such as Microsoft Office and CRMs

## **What you'll be doing**

The Community Coordinator role lives within the Community Services team at Tribe. Each Coordinator supports 2-3 Community Managers. The Community Coordinator reports to our Community Coordinator Supervisor.

Processing a high volume of requests by Strata Council members, homeowners, residents using our state-of-the-art community technology, Bazinga  
Following industry-specific processes and guidelines, provide administrative support to a team of Community (Strata and/or Rental) Managers, including, but not limited to, drafting agendas, minutes and correspondence, filing documents and forms on deadlines  
Assist with researching quotes and other information for maintenance and special projects as directed by the Community Manager  
Working with Tribe's Accounting team to assist with financial requests  
Front desk coverage as required

## **Advance to a top candidate:**

- Previous Strata and/or Rental experience
- Software application experience with ZenDesk, Condo Manager, Yardi or Zoho