

# condojobs

## Open Jobs

### **BOCA RATON:**

**Professional manager** for a high-end, oceanfront, high-rise condominium in Boca Raton, immediate opening. Excellent communication and people skills required. Must be intelligent, have excellent managerial and supervisory skills, be detail oriented, and well organized. Must be able to deal with owners in a professional manner. Job #11804

### **CLEARWATER:**

**On-site association manager** needed for a community in the Madeira Beach area. Duties will include preparing monthly financials, oversight of maintenance and landscape staff, vendor and contractor interaction, and rules and regulations enforcement. Knowledge of Florida statutes necessary. Requires good working knowledge of Microsoft Office products (Word, Excel, and Outlook) and QuickBooks. Must have good experience and be a people person. Organizational skills are critical. We are a progressive and well-maintained community and desire to stay that way. Job #11768

### **COCOA BEACH:**

**Dynamic CAM** for a beachfront condominium in Cape Canaveral. Will supervise the staff, assist in the preparation of the budget, address resident needs, enforce association regulations, conduct monthly meetings, assist the board in performance of their duties, and facilitate a quality living environment among residents. Must be a professional leader and a problem solver with excellent computer and communication skills. QuickBooks experience necessary. Job #10874

### **FORT LAUDERDALE:**

**Condominium manager** needed for an association in Pompano Beach. Must have excellent bookkeeping skills to do monthly financials, payroll, budget, and collect assessments. QuickBooks and Word experience a must. Good people skills and maintenance knowledge required. Will be responsible for rules

## Job Filled!

**Peter Diaz recently accepted the position of community association manager with Plaza of Bal Harbour in Bal Harbour!**

## From Lisa

Bob Justiana is President of the board at Highland Lakes in Palm Harbor. He says, "I would caution any board member to be very careful when hiring an association manager to be sure that they understand the relationship between the board and the association manager they hire to run the day-to-day operation of the community. Most of the people that you interview believe that they are in complete control and that the board has little or no say in the direction or operation of the association. This can become a problem when you have a proactive and involved board of directors."



Lisa Pinder

enforcement, supervising maintenance staff and contractors. Job #10755

### **FORT MYERS:**

**Association manager** for a homeowners association in the Fort Myers area. Proven leadership with two years experience in management, as well as maintenance of common areas, electrical, plumbing, and mechanical systems with a hands-on approach required. Excellent communication and computer skills necessary. Prefer a college degree. Job #11803

### **JACKSONVILLE:**

**Portfolio manager** to oversee community associations in Jacksonville. Will provide management, direction, and leadership to ensure the associations are maintained and operated in accordance with company objectives. Should have a solid grasp of working with governing documents, be experienced in managing multiple associations including violation management, project management, managing service bids and contractors, and preparing for and conducting association meetings and financial statements. Strong management skills, customer service skills, and supervisory skills are required. Job #11627

**Portfolio manager** for homeowners associations and condominiums in the Amelia Island area. Must have 2-3 years experience in all aspects of CAM management. Job #11794

### **JENSEN BEACH:**

**Community association manager** for a fast-paced, busy condominium association in Jensen Beach. Must be knowledgeable of Florida 718. Excellent skills in contract negotiations and developing budgets a must. Responsibilities include all aspects of community management, including on-site daily duties, preparing yearly budgets, negotiating contracts for community related expenditures, attending board of directors meetings, and keeping owners informed of project completion. Job #11797

### **MIAMI:**

**Portfolio manager** for associations in Miami, immediate opening. Prefer experience, but will consider entry level. Solid leadership and communication skills are necessary. Job #11599

### **ORLANDO:**

**Community association manager** needed for a Central Florida 55+ community. Responsibilities include working closely with the board of directors to manage and operate the community and facilitate solutions to problems. Strong management skills, customer service skills, and supervisory skills are required with good communication and people skills. The ability to effectively deal with personnel and vendors is important. Good financial ability necessary. TOPS experience helpful. Must prepare accurate management reports and submit them in a timely manner. Since this position entails a high level of interaction with community residents and staff, a customer satisfaction orientation is a prerequisite. A business degree and related experience preferred. Job #10717

### **PANHANDLE:**

**CAM manager** for a large community in Destin. Must be energetic and professional with a minimum of three years of experience. Good written and oral communication skills required. Drug screening a must. Job #11745

### **SARASOTA:**

**Association manager** for a small condominium on Longboat Key. Must have accounting knowledge, good communication skills, and leadership skills in

## Featured Job of the Month

**Manager or resident manager** for a condominium in Delray Beach. Previous CAM management experience required. Must have knowledge of maintenance operations of large buildings and hands-on maintenance capability. The ability to develop maintenance and service contract specifications would be helpful. Good communication skills, financial and budget skills, as well as computer skills necessary. The ability to work well with board members, owners, and contractors is important. One-bedroom apartment available. Job #11800

directing, evaluating, and training staff. Will handle customer relations and owner concerns. The ability to carry out directives and work with the board of directors is required. Job #11786

### TAMPA:

**Community manager** for an association in Tampa. Must have 3–5 years of community association management experience. Will be responsible for on-site management, managing vendors, analyzing financial statements and budgets, managing deed restriction enforcement, managing

regular board meetings and annual meetings, and enforcing rules and regulations. Ability to clearly communicate verbally and in writing for presentations, reports, and contract documents. Be responsive to the board and residents and exhibit confidence in making sound recommendations. Job #11787

### VERO BEACH:

**Community manager** for an oceanfront association on North Hutchinson Island. Must have 5–10 years of CAM experience. Will interact effectively with the board, attorneys, county and state officials, and many committees. Will deal directly with the residents on a daily basis and resolve most problems independent of board involvement. Extensive knowledge of documents, county codes, and Florida statutes is mandatory. Capability to use information system technology is essential. A business management degree is desirable. Job #11743

### WEST PALM BEACH:

**Community association manager** needed for a North Palm Beach condominium. Must be detail oriented with excellent communication and interpersonal skills. Mechanical abilities would be helpful. Computer skills required. Job #11793

*We are now working to fill 111 open community association manager positions in Florida. You may view a current list of open jobs on our website at [Condo](http://CondoJobs.com)*

## Job Filled!

**Jockey Club in Miami selected Mercedes Pimentel as their new manager!**

**Jobs.com.** Managers may also download a membership kit at [CondoJobs.com](http://CondoJobs.com).

*This service is free for associations and management companies that need managers. If you are looking for a manager, please call me at (561) 791-0426 so I can assist you in your search. We honor all requests for confidentiality.*

*For more information: CondoJobs Recruiting Service, 1128 Royal Palm Beach Boulevard, #223, Royal Palm Beach, Florida 33411; Phone: (561) 791-0426; Fax: (561) 791-0934; E-mail: [Lisa@CondoJobs.com](mailto:Lisa@CondoJobs.com); Website: [CondoJobs.com](http://CondoJobs.com); Connect with CondoJobs on Facebook! Follow CondoJobs on Twitter!* ■

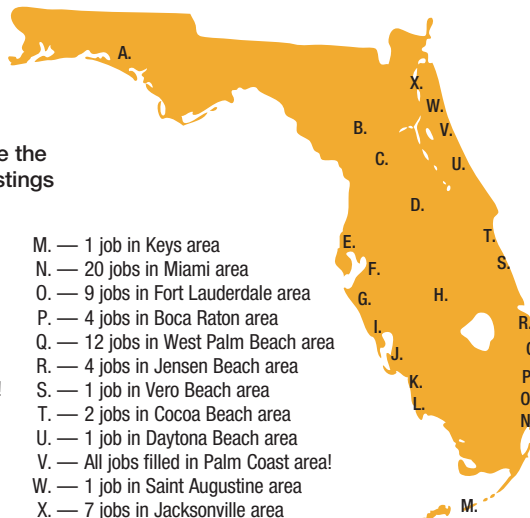
## Featured Job of the Month

**Community association manager** needed for a Stuart area homeowners association. Must have a minimum of five years of experience. Good people and budget skills and the ability to manage contractors, staff, and effectively work with the board of directors required. Requirements:

- Excellent interpersonal and communications skills.
- Knowledge of landscape procedures and Florida-Friendly Landscape practices.
- Excellent clerical and managerial skills.
- Possession of above average computer skills.
- Personnel administration skills managing a staff of 3–5 personnel.
- Ability to provide information on operating costs as well as a detailed knowledge of budget preparation and follow through.
- Must work well with a 7-member board of directors.
- Creativity.
- Prefer a college degree, but a minimum of a junior college education. Job #11188

## Statewide Job Availability

Visit [CondoJobs.com](http://CondoJobs.com) to see the most current map and job listings



A. — 2 jobs in Panhandle area	M. — 1 job in Keys area
B. — 1 job in Gainesville area	N. — 20 jobs in Miami area
C. — 1 job in Ocala area	O. — 9 jobs in Fort Lauderdale area
D. — 8 jobs in Orlando area	P. — 4 jobs in Boca Raton area
E. — 3 jobs in Clearwater area	Q. — 12 jobs in West Palm Beach area
F. — 14 jobs in Tampa area	R. — 4 jobs in Jensen Beach area
G. — All jobs filled in Bradenton area!	S. — 1 job in Vero Beach area
H. — 1 job in Sebring area	T. — 2 jobs in Cocoa Beach area
I. — 3 jobs in Sarasota area	U. — 1 job in Daytona Beach area
J. — 1 job in Punta Gorda area	V. — All jobs filled in Palm Coast area!
K. — 3 jobs in Fort Myers area	W. — 1 job in Saint Augustine area
L. — 1 job in Naples area	X. — 7 jobs in Jacksonville area