

# condojobs

## Open Jobs

### **BOCA RATON:**

**Community association manager** for a boutique condominium on the ocean in Highland Beach. The ability to do light repairs and oversee the staff is necessary. Must have the personality to deal with unit owners professionally. Job #11025

**CAM** for 150-unit condominium in Boca Raton. Must have good administrative, financial, and legal skills and experience. Internal maintenance and security knowledge is required. Salary, medical, and vacation. Job #11482

### **DAYTONA BEACH:**

**Resident manager** for an oceanfront Daytona Beach condominium, immediate opening. Must be a self-starter that has experience with running an office or business. Must understand all aspects of being a CAM, including working with owners and vendors. Salary, 1-bedroom, 1-bathroom apartment, cable, water, and electric. Job #10648

**Condominium manager** for oceanfront association in Ormond Beach. Must have the ability to run a small, quiet community, supervising maintenance men, with accounting duties. Also the ability to interact with owners, vendors, and board members in a professional manner is required. Job #11326

## Job Filled!

**Maria Roca recently accepted the position of community association manager with Arlen Beach Condominium in Miami Beach**

### **FORT LAUDERDALE:**

**Experienced CAM** for 180+ unit condominium in Lauderdale by the Sea. Must be dedicated, diplomatic, patient, and have strong interpersonal skills. Managerial view of technical and maintenance issues necessary, including supervising the maintenance staff. Financial knowledge required. Job #10618

**Licensed CAM** for 100+ unit condominium in Fort Lauderdale. Will be responsible for all aspects of the day-to-day operations, accounts payable and receivable, bank reconciliation, monthly reports, payroll, management of the building and staff. Computer literate, proficient

## From Lisa

After a successful interview, most employers will want to check at least three business references. A list of previous employers and supervisors, as well as a few letters of recommendation should be prepared in advance, so there won't be any delay in providing this information to the board or search committee. When leaving a position, it's a good idea to request a letter of recommendation from the board. You may also go back to previous employers to request a letter. The letters will help to verify your experience as well as list your strengths, skills, and accomplishments. Good references and effective letters of recommendation can help your chances of securing the position.



Lisa Pinder

in Office, Word, Excel, and QuickBooks. Job #10209

**Manager** for well-established, beach-front high-rise in Fort Lauderdale. Must be experienced, a self-starter, with congenial customer service skills to supervise staff, contractors, large construction projects, budgeting, and all daily operations. Job #11010

**CAM manager** for a Miramar homeowners association. Excellent organizational skills required. Must have good computer skills. Will go over the bills, maintain a good relationship with vendors and oversee the staff. Bilingual preferred, but not required. Job #11523

### **FORT MYERS:**

**Portfolio manager** needed for the Fort Myers, Sarasota, and Tampa areas. Need a dedicated CAM for multiple associations. Salary, health insurance, mileage, and cell phone allowance. Job #11187

### **JACKSONVILLE:**

**Part-time portfolio manager** with 2 or more years experience for associations in the metropolitan Jacksonville area and the surrounding areas including: Ponte Vedra Beach, Jacksonville Beach, Saint

Augustine, Palm Coast, Fernandina Beach, Amelia Island, Orange Park, and South Georgia. We provide proactive leadership to homeowners, condominium, townhome, and master community associations. This position has the potential to turn into a full-time position. Job #11510



### **JENSEN BEACH:**

**Experienced manager** with strong leadership abilities for beautiful Jupiter association. Must be organized and have experience with managing a 200+ unit condominium. Computer skills, QuickBooks experience, and college degree preferred. Job #11463

**Full-time experienced CAM** for 6 associations in a master association in Juno Beach. Must be a very strong manager and take control. Good organizational skills and knowledge of the community association laws are necessary. A get the job done right attitude and good references are required. Job #11515

### **KEYS:**

**Association manager** for 200+ unit gated community in the upper Keys. Will proactively and professionally manage a condominium resort community. Will be directly responsible for the efficient daily operations of the association within established guidelines. Must have a minimum of 6 years experience as a CAM manager for a large or multiple condominium association. Experience in mechanical, plant, and equipment necessary. Knowledge and understanding in financial planning, developing, and working within multiple budgets is required. Proven leadership, management skills, ability to work effectively in a

## Job Filled!

**Cresthaven Ashley in West Palm Beach selected Ken Freedman to be the manager for their association**

## Letter from the Field

Hi Lisa,

I am very happy with my new job. Thanks to your professionalism and patience, I was able to wait for the right job and the right association. I found both, thanks to you. I am very grateful to you and CondoJobs Recruiting Service. I have recommended you to several CAM managers locally.

Thank you again,

Maria Padron, CAM  
Outdoor Resorts at Long Key  
Long Key, Florida

team environment. Comfortable dealing with public and outside service companies. Hands-on approach to managing resources to maintain the community at a consistently high level. Ability to research, plan, propose, and implement projects upon approval. Must possess basic computer skills and experience in using Microsoft Office software, e-mail, etc. Bilingual preferred. Job #11092

### MIAMI:

**Community association manager** for an oceanfront condominium in North Dade County. Must be an experienced contract negotiator with proven leadership skills. Computer literacy required. Salary,

health insurance, life insurance, and 401k. Job #11530

### NAPLES:

**Part-time manager** for a Naples area association, 20 hours per week. Will be responsible for the day-to-day operations of the community. Will maintain a positive working relationship with all personnel, including the board members, committees, staff, residents, as well as contractors and vendors. Strong communication, verbal, and written skills required along with good computer skills. Must be a team player, well organized, with a great personality. Job #11533

### ORLANDO:

**On-site community association manager** in the Lake Mary area. Must be a strong and positive communicator with a proactive management style. Must be experienced with developer boards, meetings, Florida statutes, covenant enforcement, site inspections, budget preparation, and successful collections. Condominium CAM experience a must. Job #11453

**CAM** for a condominium in Winter Park, full-time or part-time. Must be very strong in rules, regulations, and maintenance. Hands-on experience would be really helpful. Knowledge of 718, good communication skills, excellent interpersonal skills, the ability to prioritize and solve problems, and financial knowledge required. TOPS knowledge and experience helpful. Bilingual preferred, but not required. Job #10694



**CAM** for a high-rise community in Orlando. Must be well qualified, with at least 2-3 years of experience, a strong communicator, with a proactive management style. Experience with boards, meetings, Florida statutes, covenant enforcement, site inspections, budget

## Featured Job of the Month

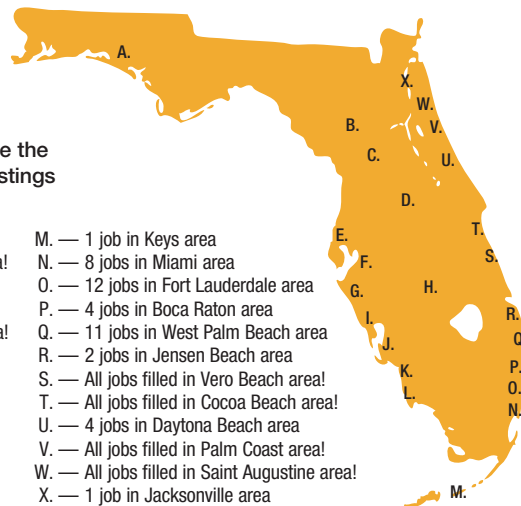
**Portfolio manager** for Orlando associations. Must have CAM management experience. Essential job functions include:

- Regular inspections of the association's common areas and facilities to monitor their condition and maintenance needs.
- Assist the association in locating and contracting with maintenance providers, confirm that maintenance providers are insured.
- Assist in securing competitive bids on services and products of the association.
- Coordinate and monitor the activity and performance of maintenance providers.
- Schedule landscape enhancements and renovations working directly off the budget.
- Perform regular inspections to assess compliance with association covenants.
- Communicate with homeowners regarding violations and follow up on those communications to ensure correction.
- Schedule and coordinate board meetings and annual homeowners association member meeting.
- Conduct follow up on action items.
- Schedule, coordinate, and oversee various annual maintenance projects in relation to roads, lighting, landscaping, sidewalks, fountains, pavers, gate, and gatehouse. Job #11447

## Statewide Job Availability

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

- |   |   |
|---|---|
| A. — 4 jobs in Panhandle area             | M. — 1 job in Keys area                       |
| B. — All jobs filled in Gainesville area! | N. — 8 jobs in Miami area                     |
| C. — All jobs filled in Ocala area!       | O. — 12 jobs in Fort Lauderdale area          |
| D. — 15 jobs in Orlando area              | P. — 4 jobs in Boca Raton area                |
| E. — All jobs filled in Clearwater area!  | Q. — 11 jobs in West Palm Beach area          |
| F. — 7 jobs in Tampa area                 | R. — 2 jobs in Jensen Beach area              |
| G. — 1 job in Bradenton area              | S. — All jobs filled in Vero Beach area!      |
| H. — 2 jobs in Sebring area               | T. — All jobs filled in Cocoa Beach area!     |
| I. — 1 job in Sarasota area               | U. — 4 jobs in Daytona Beach area             |
| J. — 1 job in Punta Gorda area            | V. — All jobs filled in Palm Coast area!      |
| K. — 2 jobs in Fort Myers area            | W. — All jobs filled in Saint Augustine area! |
| L. — 3 jobs in Naples area                | X. — 1 job in Jacksonville area               |



## Featured Job of the Month

### **Bilingual condominium manager**

for an association in downtown Coral Gables with a small gym and swimming pool. Position requires CAM license, 1–3 years experience, and familiarity with all aspects of condominium management. Looking for strong communication skills, strong customer-service skills, organizational skills, high energy, and individuals that possess a team-player attitude. Must be proactive rather than reactive. Must be bilingual (English/Spanish). Requirements:

- Familiarity with condominium living.
- Excellent communication, people management, financial, and bylaws.
- At least 1–3 years experience as a manager.
- Experience with hiring and developing a staff.
- Vendor management.
- Experience with resident relations.
- Budget administration.
- Experience with financial reporting.
- Management of maintenance, janitorial, and concierge staff.
- Budget preparation.
- Expense control.
- Monthly and weekly report preparation.
- Maintaining positive resident relationships.
- Excellent verbal communication and presentation skills.
- Effective computer skills with MS Word and Excel.

Competitive pay and benefits. Equal Opportunity Employer and a Drug Free Workplace. All employment candidates must successfully pass a pre-employment drug test and criminal background check. Job #10674

preparation, and successful collections and delinquency reduction required. Job #11498

### **PANHANDLE:**

**CAM manager** needed for 200+ unit condominium in Destin. Must be strong in association law and possess excellent people skills to work with community residents, board members, and maintenance personnel. Must be able to effectively manage, while handling multiple issues,

including a daily, weekly, monthly vacation rental program on-site. Job #11520

### **PUNTA GORDA:**

**Association manager** for a 55+ waterfront community with a marina in the Punta Gorda area. Must have previous CAM management experience. Salary, medical insurance, vacation, and sick time. Job #10038

### **SEBRING:**

**Professional community manager** for a large 55+ community in the Winter Haven area. Manager will coordinate and direct the duties of a staff of 15 and coordinate activities of committees and volunteers who provide input concerning the many amenities of the community. Experience of several years in a comparable community is desired, with an emphasis on community administration including budget and financial management and community relations. CAM license and a degree in business administration or management required. Job #11044

## Job Filled!

**The Beresford Condominium in Boca Raton has hired Harry Keeley as their manager**

### **TAMPA:**

**Portfolio manager** for 8 homeowners associations in the Tampa area for a premier management company. An understanding of extraordinary customer service and attention to detail is required. Must have at least two years of community association management experience in Florida, a strong background in budgeting and financial management, and a thorough understanding of FS 720 and how to read and apply a community's governing documents. Job #11250

### **WEST PALM BEACH:**

**Professional manager** with exceptional people skills for luxury, oceanfront Palm Beach condominium. Must be professional with a minimum of 10 years of community association management experience. Must have the ability to deal with frequent construction issues and repairs, work with contractors and architects, and the town of Palm Beach. Job #11539

**Operations manager** to assist general manager for upscale, luxury Palm Beach association. Must have at least 5 years of work experience in residential management. Will be responsible for supervising a staff



of 20–25, including the security, doorman, janitorial, facility, and maintenance staff. Proficiency in Microsoft Office applications, as well as TOPS. Will respond to homeowner concerns and demonstrate professionalism and flexibility. College degree and military experience a plus. Job #11292

*We are now working to fill 101 open community association manager positions in Florida. You may view a current list of open jobs on our website at **CondoJobs.com**. Managers may also download a membership kit at **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. You can also visit Condojobs on Facebook.*

*For more information: CondoJobs Recruiting Service, 1128 Royal Palm Beach Boulevard, #223, Royal Palm Beach, FL 33411; Phone: (561) 791-0426; Fax: (561) 791-0934; E-mail: Lisa@CondoJobs.com; Website: **CondoJobs.com**. ■*

## CondoJobs Recruiting Service...

...is Florida's premier recruiting service dedicated to meeting the needs of community association board members and managers for 23 years. Our resolution is to continue to meet the changing and growing needs of community associations, condominiums, homeowners associations, and cooperatives. We are committed to providing the information, resources, and services you need to operate your associations effectively and efficiently. It is our ongoing goal to match licensed community association managers with communities and management companies who are in need of their services. We always have available managers and open jobs to offer.