

condojobs

Open Jobs

BOCA RATON:

Portfolio manager for 6–8 homeowners associations in the South Palm Beach County area. Salary, benefits, and car allowance. Job #11000

CAM manager for a Highland Beach high-rise, oceanfront condominium. This one person office has a lot of interaction with the staff, residents, and vendors. Must have experience with QuickBooks, payroll, and general computer skills. Job #11543

CLEARWATER:

Experienced condominium manager for a luxury Clearwater Beach association. Must be service oriented with excellent communication, organization, and computer skills. Will be responsible for the budget, reserve studies, and supervising the staff. Job #10872

DAYTONA BEACH:

Resident manager for an oceanfront Daytona Beach condominium, immediate opening. Must be a self-starter who 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

Job Filled!

Mathew Lamore recently accepted the position of portfolio manager with GRS Management in Lake Worth

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

FORT LAUDERDALE:

Association manager for a condominium on the intracoastal in Fort Lauderdale. At least 7–10 years of CAM experience required. Must be well versed in 718 and make sure it is fully enforced. Also must be able to write contracts, have excellent communication skills, work well with people, and supervise the staff. Job #10302

From Lisa

Telephone Interviews

Some board members hold telephone interviews to screen the candidates to determine if their experience, qualifications, and management style match well with the needs of the association. This allows the board to learn more about the candidate, and it also allows the candidate to learn more about the association and position. Specific questions can be asked relating to the candidate's qualifications, to test their communication skills, and to assist in determining whether to schedule a personal interview. The telephone interview saves time for the board by eliminating candidates who don't match the search criteria of the association.



Lisa Pinder

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

FORT MYERS:

Condominium association manager for a beautiful and expansive association on Fort Myers Beach. Must be seasoned with at least 5 years of CAM experience and have a good working knowledge of Florida regulations regarding condominium operations and be competent handling financials, employees, owners, and contractors. QuickBooks experience required. The search committee is looking for a dedicated individual with excellent communication skills who has the mindset of a responsible executive running a multi-million dollars a year business, a problem solver, a people person, and a multi-tasker. An applicant who has experience with local area contractors would be preferred. Job #11249

CAM for 150-unit Fort Myers Beach condominium. This is an older building; a maintenance background is very important. Salary and health insurance. Job #11450.

JACKSONVILLE:

Experienced portfolio manager who is results oriented for associations in Saint Johns and Duval Counties. Will implement the directives of condominium and homeowners association boards and provide administrative services for



the maintenance and operations of the community. Must possess a strong work ethic, have excellent interpersonal skills, and possess the ability to effectively prioritize, manage, and achieve results while handling multiple issues and projects. Excellent presentation skills with emphasis on service, solid business skills, and a positive, can-do attitude are essential. For serious consideration, candidates should have proven experience managing multiple association budgets, project management, service and contractor bids, and conducting association meetings. Qualified candidates should have at least 2–3 years of homeowners association and condominium experience. In exchange for your expertise and stable work history, we offer competitive pay, a comprehensive health care benefit package, 401k, vacation, and paid holidays. Job #10534

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

MIAMI:

Experienced bilingual CAM for a high-rise condominium in Brickell. Must have

Job Filled!

Isleworth Community Association in Windermere has hired Timothy Broughton as their manager

Featured Job of the Month

Professional manager for a large association in the South Palm Beach County area. At least five years of large-scale community association experience is essential. A full understanding of financial management, budgeting, and fiscal knowledge is important. Must be computer literate with experience in Word, Excel, and TOPS. Working knowledge of maintenance issues such as landscape, pools, access control systems, and facility maintenance is necessary. The board of directors works closely with the manager. Job #11309

3–5 years of high-rise experience, including experience with foreclosures, short sales, and collections. Familiarity with TOPS is required. Must be strong with a take-charge attitude and demand transparency in the operation, management, and finances of the association. Bilingual required. Job #11545

Roving manager for Dade County associations. Prefer some previous CAM management experience, but not required. Good organizational skills are very important. Also prefer bilingual, English/Spanish. Job #11544.

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, required along with good computer skills. Must be a team player; well organized with a great personality. Job #11533

Portfolio manager for associations in Naples and South Fort Myers. Must be a strong manager with 5+ years of experience. Outstanding communication skills required. Computer skills, including Microsoft Office and e-mail, necessary. Salary, paid vacation, paid holidays, health insurance, mileage and cell phone allowance, and 401k. Job #11137

ORLANDO:

Resort manager for 100-unit resort in the Kissimmee area. Will oversee the daily operations of the association. Must maintain community standards for resident and employee satisfaction, quality assurance, and asset protection. Will report to both the board of directors and the management company. Must be flexible with work schedules including nights, weekends, and holidays to assure appropriate management coverage. Only local candidates will be considered at this time. Benefits package includes medical, dental, and



vision insurance as well as vacation time and a 401(k) plan. Job #11359

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

PANHANDLE:

CAM for Gulf-front, gated condominium community in Panama City Beach. Will

Letter from the Field

Dear Lisa,

When I made contact with you about changing my position in community association management, I wasn't sure that I would find a really good opportunity as a community association manager during this slow economy. However, two weeks later you introduced me to the Beresford Condominium where I was immediately hired, and I couldn't be happier. This position is a perfect fit for me. The building is ten minutes from my home, the board is progressive in their thinking, the residents are happy to work with me, and I am excited to be there.

I am very impressed with the level of clients you have in your customer portfolio, your ability to match the right community association manager with the right building, and how quickly you work to place your clients.

Thank you very much for your professional representation of me.

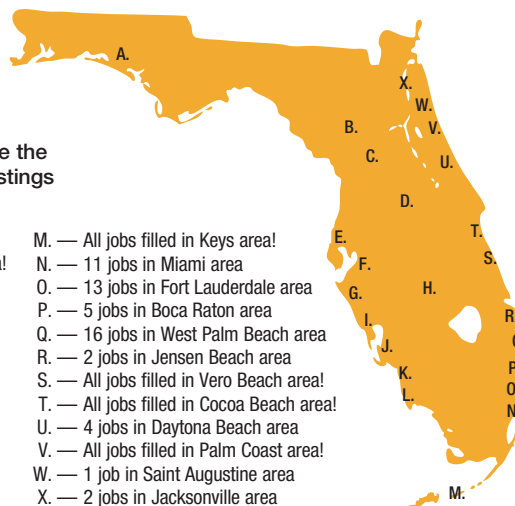
Very truly yours,

Harry Keeley, CAM
Beresford Condominium
Boca Raton, Florida

Statewide Job Availability

Visit **CondoJobs.com** to see the most current map and job listings

- A. — 5 jobs in Panhandle area
- B. — All jobs filled in Gainesville area!
- C. — All jobs filled in Ocala area!
- D. — 16 jobs in Orlando area
- E. — 1 job in Clearwater area
- F. — 6 jobs in Tampa area
- G. — 1 job in Bradenton area
- H. — 2 jobs in Sebring area
- I. — 1 job in Sarasota area
- J. — 1 job in Punta Gorda area
- K. — 5 jobs in Fort Myers area
- L. — 3 jobs in Naples area



- M. — All jobs filled in Keys area!
- N. — 11 jobs in Miami area
- O. — 13 jobs in Fort Lauderdale area
- P. — 5 jobs in Boca Raton area
- Q. — 16 jobs in West Palm Beach area
- R. — 2 jobs in Jensen Beach area
- S. — All jobs filled in Vero Beach area!
- T. — All jobs filled in Cocoa Beach area!
- U. — 4 jobs in Daytona Beach area
- V. — All jobs filled in Palm Coast area!
- W. — 1 job in Saint Augustine area
- X. — 2 jobs in Jacksonville area

Featured Job of the Month

CAM needed for a waterfront condominium in Sunny Isles Beach. This is a hands-on, leadership position responsible for the oversight of the administration. Will be responsible for coordinating and overseeing the maintenance of the community, scheduling and supervising the association employees, controlling and disbursing funds for the association, and other day-to-day services required for the smooth running of the community association. Must be an energetic and motivated individual with good organizational skills. Absolute minimum of 5 years CAM management experience required.

Summary of essential job functions:

- Administer policies as set by the board of directors
 - Prepare association budget and maintain association financial records
 - Oversee and organize community maintenance
 - Negotiate and manage outside contractor services
 - Hire, train, and supervise association employees (administrative, security company, maintenance)
 - Process/track accounts payables/receivables
 - Manage payroll administration of association employees
 - Stay current on federal, state, and local statutes as they pertain to the association
 - Respond to resident inquiries and concerns
 - Ensure good communications with owner/residents and employees
 - Attend and participate in homeowner and board of directors meetings
 - Be on call 24/7 for emergencies
- Abilities required include the ability to multi-task, organization skills, computer proficiency, good communication skills, and a pleasant demeanor. Understanding of QuickBooks a plus. Job #11322

oversee maintenance and housekeeping daily work and obtain bids and proposals for projects. Must work well with the owners. The association has an on-site rental program. Job #10697

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

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:

Strong condominium manager for an oceanfront association on Singer Island. Must have knowledge of accounting, banking procedures, and QuickBooks. Will oversee maintenance staff, direct office staff, and enforce the documents. Salary, health insurance, and vacation. Job #11016

Community association manager for a large community association in the Lake Worth/Wellington area. The successful candidate will have a minimum of five years experience in Florida, with a



minimum of three years concentrating on homeowners associations with 500+ units. This is an excellent opportunity for the right individual to advance their career. Drug free workplace, excellent benefits, partially paid health insurance, vacation/sick time/holidays, etc. Job #11542

*We are now working to fill 113 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.

*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; Website: **CondoJobs.com**; Find us on Facebook. ■*

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.