

Open Jobs

BOCA RATON:

Manager or resident manager for an oceanfront condominium in Pompano Beach, will consider live on and off. At least 3–5 years of experience required, preferably oceanfront experience. Will supervise staff and projects. Must be knowledgeable in condominium law, concrete restoration, plumbing, and electric. One-bedroom apartment available. Job #11343

CLEARWATER:

CAM manager for an active over 55 community in Palm Harbor. Strong leadership and people skills are essential. Must have at least five years of recent full-time on-site management experience. Duties include: supervising staff of 20–25, overseeing the maintenance of common buildings and grounds, golf course, swimming pools, tennis courts, and lakefront dock facilities, negotiating vendor contracts, directing homeowner services, assisting in the preparation and administration of the budget, advising the board, and carrying out policies. Job #10528.

FORT LAUDERDALE:

Part-time manager for an older community in Margate, 20 hours per week. TOPS experience preferred. May have the opportunity to go to full-time eventually. Job #11622

Association manager for a senior condominium in Sunrise. Must be a strong, resourceful problem solver and experienced with collections. Long-term planning skills, progressive thinking, and self-motivation required. Job #11589

FORT MYERS:

Licensed community association manager to service a portfolio of community associations in the Fort Myers area. Will

From Lisa

Board member Roy Nash from Montenero at Pelican Bay in Naples feels that board members should dress professionally for the manager interviews. He said, “Board members should remember that successful candidates have job options, so they will be interviewing you as much as you are interviewing them.”

He added that upon arrival at the association, the candidates should be greeted at the reception area and escorted to the interview room by a member of the board. The board member can welcome the candidate and fill them in on what to expect during the interviewing process.



Lisa Pinder



work ethic and a “whatever-it-takes” attitude required. Responsibilities include: mentoring, training, and motivating staff to meet and exceed the goals. Performing administrative tasks necessary to manage all aspects of the office. Work as a team with the staff to make a stellar community for the residents. Job #11562



JENSEN BEACH:

Part-time experienced portfolio manager for Stuart area management company, 20–25 hours per week. Must be proactive, computer literate, and be able to read and explain financial statements. Good communication skills required. Job #10664

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 associations. 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, and ability to work effectively in a 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.

correspond with a team of professionals to build strong relationships in maintaining a successful career. Qualifications include compliance of the CC&Rs when communicating with residents, professional and high energy personality, strong organizational and communication skills, and commitment to client satisfaction. Must have experience in Microsoft Office, Excel, Outlook, and TOPS a plus! Job #11613

JACKSONVILLE:

Professional manager for a community association in Jacksonville. Previous CAM management experience preferred. A proven track record in meeting and exceeding goals is necessary. Must have top notch organizational, time-management, and interpersonal skills. A strong

Attention Board Members!

Professional management can be your greatest asset. We are happy to assist you in your search for a licensed community association manager. We will provide you with resumes of qualified managers that meet your specific requirements. We can also provide informative materials that will help to determine your specific needs. Other services are available, such as posting an ad on our website at **CondoJobs.com**, assistance in setting up interviews and checking references. Our goal is to consistently place qualified managers with associations in a timely manner. Currently, we have 325 CAM managers available in many areas of Florida.

Job Filled!

Carole Luciano recently accepted the position of community association manager with Renaissance of Pompano Beach II in Pompano Beach!

Featured Job of the Month

Community manager for a 200+ luxury condominium in Pelican Bay in Naples. Must be a hands-on, take-charge CAM to manage the day-to-day administrative and maintenance functions of the community. Will report to the management company and board of directors. Will be responsible for the supervision of a 2-3 person staff. Requirements: A minimum of 3 years of experience as a Florida licensed CAM. Luxury association management experience. Strong, hands-on working knowledge of building maintenance and the ability to roll up your sleeves to maintain the facilities. Ability to administer all statutory condominium requirements. Strong communication skills, both verbal and written. Competency in Excel, Word, and Outlook. Strong supervisory skills. Demonstrated knowledge of Florida state statute 718. Excellent salary, bonus potential, monthly car allowance, health plan reimbursement, paid holidays, and vacations. Job #11495

Must possess basic computer skills and experience in using Microsoft Office software, e-mail, etc. Bilingual preferred. Job #11092

MIAMI:

Highly qualified manager for a luxury high-rise in Dade County. Must have at least 5 years of experience as a high-rise manager, including building operations, management of staff and service contracts, resident retention, and resident improvements. Requirements: Experience with developer turnover, post developer turnover, engineering reports, financials, balance sheets, physical plant management, and employee relations is a plus. Experience with multiple associations a plus. Must possess a strong managerial background. Ability to read, analyze, and interpret technical procedures, leases, regulations, or documents with a similar degree of complexity. Computer literacy: Proficiency and working knowledge of Microsoft Office applications especially Excel and Word are required. Strong customer service, professional demeanor, communication and interpersonal skills required. Bilingual a plus. Job #11450

NAPLES:

Portfolio manager for 12 associations in Fort Myers and North Naples. A minimum of 2 years of CAM experience is required. Must be well organized with good computer skills. Job #11623

ORLANDO:

Part-time experienced CAM needed for on-site management in downtown Orlando, 25-30 hours per week. Must have knowledge of large building management and administration, be organized, possess



great computer skills, and have excellent leadership skills. Real estate license preferred. Job #11192

Director of Management for a fast growing management company in the Orlando area. Will manage a very small portfolio of communities, but will mainly be responsible for supervising, guiding, and mentoring the CAM managers. Must be highly qualified and experienced. Job #11603

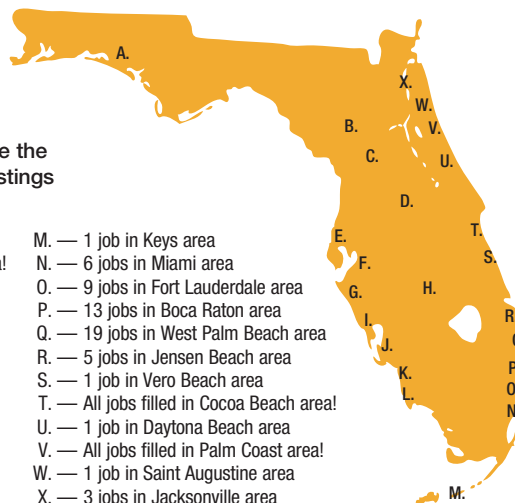
PANHANDLE:

Director of Association Management for a Northwest Florida management company. They are looking to expand to Sarasota and Clearwater and are interested in candidates in those areas that would have an interest in relocating to the corporate office in Panama City Beach to oversee the existing portfolio while assisting with expansion in Sarasota, Clearwater, and surrounding areas. Multi-unit management experience (at least five years). Strong

Statewide Job Availability

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

- A. — 3 jobs in Panhandle area
- B. — All jobs filled in Gainesville area!
- C. — All jobs filled in Ocala area!
- D. — 6 jobs in Orlando area
- E. — 4 jobs in Clearwater area
- F. — 10 jobs in Tampa area
- G. — 1 job in Bradenton area
- H. — 2 jobs in Sebring area
- I. — 3 jobs in Sarasota area
- J. — 2 jobs in Port Charlotte area
- K. — 6 jobs in Fort Myers area
- L. — 5 jobs in Naples area



- M. — 1 job in Keys area
- N. — 6 jobs in Miami area
- O. — 9 jobs in Fort Lauderdale area
- P. — 13 jobs in Boca Raton area
- Q. — 19 jobs in West Palm Beach area
- R. — 5 jobs in Jensen Beach area
- S. — 1 job in Vero Beach area
- T. — All jobs filled in Cocoa Beach area!
- U. — 1 job in Daytona Beach area
- V. — All jobs filled in Palm Coast area!
- W. — 1 job in Saint Augustine area
- X. — 3 jobs in Jacksonville area

Letters to Lisa

Dear Board Members,

I am the vice president of Jupiter Bay Condominium Association and chair of our search team for a community association manager and other personnel.

I have worked with Lisa on 2 searches in the last 12 months and she has responded quickly in providing adequate numbers of resumes for review.

She refers resumes, arranges interviews, and follows up in a professional manner.

Also, she has been a good resource for salary data and identifying a reference check firm. We will continue to utilize her and **CondoJobs.com** for future services.

Ron Ferullo, vice president
Jupiter Bay, Jupiter, Florida

Featured Job of the Month

Manager for a beautiful gated community in Charlotte County. A solid work history with a minimum of three years experience is required. Knowledge or experience with both a community development district and a homeowners association is preferred. Responsibilities include:

- Human resources management over employees, including: maintenance, security, and administrative
 - Seeking, evaluating, awarding, and managing contracts
 - Enforcement of the governing documents
 - Preparing budgets
 - Analyzing long-range needs
 - Managing association funds
 - Serving as a liaison to local, state, and federal law enforcement to maintain a cooperative relationship in matters involving the association
 - Responding appropriately to concerns and complaints of owners
- Salary and benefits based on experience, certifications, and education. Job #11621

knowledge of financials and budgeting in complex environments. Business development experience related to seeking and executing management contracts. PCAM preferred. Strong work ethic. Job #11604

PORT CHARLOTTE:

Condominium association manager for multiple associations in the same community in the Port Charlotte area. Must be professional and very experienced with solid business experience. Must be able to prepare budgets and possess an in-depth, hands-on knowledge of all accounting procedures, able to produce monthly and year-end financial statements. This position includes all the usual duties of managing multiple condominium associations. Extensive experience required in supervising staff, working with vendors, and interacting with boards. Excellent benefit package. Job #11607

SARASOTA:

General manager for a busy condominium resort on Siesta Key. Duties include community association management, bookkeeping, overseeing the administrative person,

supervision of the maintenance staff, rental program manager, security, and house-keeping staff. Rental program experience desirable. Real estate license required, prefer a broker's license. Job #11611

TAMPA

Association manager needed for a homeowners association in Tampa. This community is self-managed and has in-house office staff, maintenance crew, and courtesy patrol. The association maintains around 220 acres, including several lakes, two pools, clubhouse, etc. Applicants need a minimum of three years of CAM experience, must be familiar with Florida state statute 720. Accounting skills a must. Should be familiar with TOPS software. Excellent customer-service skills are also a must. Bachelors degree preferred. Job #11339

Job Filled!

Jupiter Bay in Jupiter has hired Chuck Barone as their manager!

Full-time CAM needed for a mobile home community in Zephyrhills. Must possess a strong work ethic, the ability to effectively prioritize, manage, and achieve results while handling multiple issues and projects. Excellent written and verbal communication, customer service, time management, and strong computer skills are a must including experience using Microsoft Office. Job #11493

VERO BEACH:

Portfolio manager for associations in Sebastian, Vero Beach, and Indian River Shores. At least 3 years of licensed CAM experience preferred. Must have lots of energy! Experience with facilities management, budgeting, problem solving, and customer service required. Job #10546

WEST PALM BEACH:

Community manager for 900+ unit homeowners association in West Palm Beach. Will prepare the budget and oversee staff and contractors. Must have a minimum of 5 years of community association management experience. Job #10028

Director of Operations for a Palm Beach County management company. This position has overall responsibility for day-to-day field operations, administration, and customer support. Duties include managing all personnel and activities related to community association management and



customer support to ensure client homeowners and boards of directors are delighted with its services. Minimum 5 years of management experience in construction or community association management all to provide leadership, solve problems, execute corporate plan. Job #11615

*We are now working to fill 96 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, FL 33411; Phone: (561) 791-0426; Fax: (561) 791-0934; E-mail: Lisa@CondoJobs.com; Website: **CondoJobs.com**; Connect with CondoJobs on Facebook! Follow CondoJobs on Twitter! ■*

CondoJobs Recruiting Service...

...is Florida's premier recruiting service dedicated to meeting the needs of community association board members and managers for 24 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.