

## Open Jobs

### BOCA RATON:

**CAM** for a Boca Raton community association. Excellent landscaping knowledge required. Architectural review experience would be helpful. Must have good communication and writing skills. This position will answer to the general manager. Salary, good benefits, CAI membership, and assistance with educational pursuits. Job #11681

**Condominium manager** for a high-rise, oceanfront association in Boca Raton. Will be responsible for managing a staff of 35. Job #11393

### CLEARWATER:

**CAM** for a condominium on the bay in Clearwater. CAM experience, strong leadership, and people skills are essential. Must be a strong manager with excellent communication, organization, and employee-management skills. Good computer experience required. Local candidate needed for local knowledge and contacts. Job #11675

## Job Filled!

**Riverwood in Port Charlotte selected Rod Slocum as the manager for their community!**

### FORT LAUDERDALE:

**Association manager** for a 300+ unit Miramar condominium. At least 3–5 years of CAM experience required, bilingual would be a plus. Will attend to the needs of residents, potential residents, and associates in a manner utilizing advanced skills in customer service to ensure that all are treated with respect, have their concerns properly addressed in a timely manner, and are given proper information regarding policies, procedures, and practices. Perform related administrative duties, such as preparation of reports, processing of forms and documents, preparation and monitoring of the annual budget, performance of all duties related to the purchase of goods and supplies, processing of all associate forms and documents, scheduling associate work time and leave time, and performance of duties of subordinate employees in their absence ensuring compliance with all applicable local, state, and federal guidelines. Job #11673

## From Lisa

After the job interview, it is a good idea to send a thank you letter within 24 hours to express appreciation for the interview. It can reinforce the fact that you are interested in the position, restate your qualifications, how you may contribute to their association, as well as provide any follow-up information discussed during the interview. The thank you letter may be mailed, faxed, or e-mailed. This follow-up will demonstrate your professionalism, manners, and communication skills. A well-written thank you letter will strengthen the good impression you made at the interview.



*Lisa*

Lisa Pinder

### FORT MYERS:

**Portfolio manager** for Fort Myers condominiums and homeowners associations. Must have excellent customer service and interpersonal skills and be proficient with MS Office. Prefer previous portfolio management experience. Job #10922



### JACKSONVILLE:

**Condominium manager** for a 300+ unit association in South Jacksonville. Must have 3–5 years of community association management experience. TOPS experience preferred. Job #11661

**CAM manager** needed for a Jacksonville condominium. Must have experience with renovations, construction, maintenance, electrical, irrigation, and landscaping. Good communication and people skills required. The ability to effectively deal with personnel and vendors is important. Good financial ability is also necessary. TOPS experience would be helpful. Job #10569

### JENSEN BEACH:

**On-site manager** for a master community presently under development in Saint Lucie County. Responsibilities include managing boards of directors and committees, managing vendors, analyzing financial statements and budgets, managing deed restriction enforcement, managing regular board meetings and annual meetings, and other duties as assigned. Minimum 2–3 years community association management experience, no new CAMs. Developer portfolio experience, understands the role of the developer. Professional verbal and written communication skills. Strong computer skills:

**Association manager** for a community in Lauderhill. Must have at least 5 years of CAM experience and knowledge of 718. A financial and accounting background is required. Job #11666

### DAYTONA BEACH:

**Homeowners association manager** for a community on the Intracoastal Waterway in New Smyrna Beach. Must have a minimum of 5 years of relevant experience. Should have experience with Microsoft Office, QuickBooks, and Microsoft Outlook. Must also have a working knowledge of Florida homeowners association laws. Will direct the grounds crew, security force, and office. The community has 2 pools, tennis and shuffleboard courts, and an active marina and boat storage facility. Will report to the board of directors and attend all monthly board meetings as well as committee meetings to keep informed about projects and problems. Need a person who can keep the staff focused on the important functions and tasks and the temperament to deal with day-to-day association business. Job #11672

**Full-time or part-time manager** for a Flagler Beach condominium. Must have computer skills, accounting skills, and good interpersonal skills. Mechanical inclination required. Upcoming projects include resurfacing the pool. Job #11670

## Job Filled!

**Janet Nowakowski recently accepted the position of community association manager with Vanguard Management Group in Tampa!**

## Featured Job of the Month

**Sales associates** for an association finance company for positions throughout Florida, including Miami, Tampa, Jacksonville, Orlando, Naples, and Panama City. The ideal candidate will be a self-starter with condominium management experience and experience working with community association management companies and condominium board members. Base salary plus commission with the potential to make more than \$100,000 per year. Job #11678. Fee paid by the employer.

Word, spreadsheets, and database applications. Certification preferred. Salary, health insurance, and dental insurance. Job #11537

**Experienced manager** with strong leadership abilities for beautiful Jupiter association. Good maintenance background knowledge, high level of computer literacy, financial experience, and excellent communication skills are necessary. Must be organized and have experience with managing a 200+ unit condominium. QuickBooks experience and college degree preferred. Job #11463

### MIAMI:

**Assistant manager** for a homeowners association in Aventura. Must be highly qualified with at least 3 years of experience. Experience dealing with homeowners association. Hard working and high energy. A high level of interpersonal skills, composure, judgment, and diplomacy. Excellent communication, organizational, and leadership skills. The ability to prioritize and perform multiple tasks concurrently. Must be able to converse with vendors and direct and instruct landscape crews. Attention to detail and the ability to follow-up. Computer efficiency using Microsoft Word, Excel, and Outlook. Salary, paid vacation, paid personal days, 401K with employer match, medical/dental/vision insurance, tuition reimbursement, and more. Job #10826

**Strong manager** for a large condominium in North Miami. Previous management experience and excellent communication and computer skills required. The ability to be articulate and speak and write effectively is very important. Experience with older, enclosed high-rise buildings would be helpful. Upcoming projects include concrete restoration, air conditioning, and electrical projects. Job #10743

### NAPLES:

**CAM manager** for a high-rise in Marco Island. Must have record of stable employment (minimal job changes over a 10 year period). Experience with high-end associations necessary. Outgoing



personality and prior multiple site/portfolio experience a plus. Experience with TOPS also a plus. Must be able to manage a staff of two. Candidate must live or be willing to relocate within 20 minutes of Marco Island. Salary, medical reimbursement, paid vacations, holidays, bonus potential, etc. Job #11658

### ORLANDO

**Part-time portfolio manager** for the Orlando area for an established management company. Must have homeowners association experience. Job #11677

**Community association manager** for an Orlando association. Must possess a strong managerial background. Three years of experience as an on-site manager managing building operations, such as staff and service contracts, resident retention, and resident improvements is preferred. Strong working knowledge of customer service principles and practices. Ability to read, analyze, and interpret technical procedures, leases, regulations, or documents with a similar degree of complexity. Strong interpersonal skills. Computer literacy: proficiency and working knowledge of Microsoft Office applications. Strong customer service, communication, and interpersonal skills required. Local candidates only please. Job #11665

### PANHANDLE:

**Experienced manager** for a 500-unit association in the Panhandle. Will report directly to the board of directors and will manage the office, maintenance, and security staff. Will manage the day-to-day operations of the community, plus will help provide the guidance and vision for future improvements and projects. Must have good personal skills to work with owners and employees. Job #11676

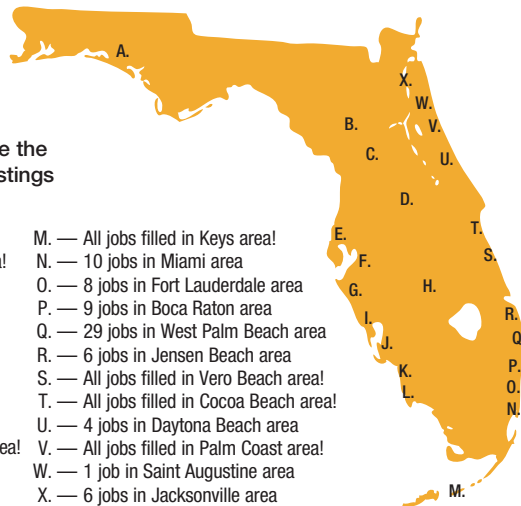
**Full-time CAM manager** wanted for a condominium association in the Panhandle. Must have a minimum of 5 years on-site condominium experience. Demonstrated experience in preparing and managing budgets, bookkeeping, maintenance, and contracts. Must possess a strong

## 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. — 4 jobs in Ocala area
- D. — 12 jobs in Orlando area
- E. — 5 jobs in Clearwater area
- F. — 10 jobs in Tampa area
- G. — 1 job in Bradenton area
- H. — 1 job in Sebring area
- I. — 5 jobs in Sarasota area
- J. — All jobs filled in Port Charlotte area!
- K. — 8 jobs in Fort Myers area
- L. — 5 jobs in Naples area

- M. — All jobs filled in Keys area!
- N. — 10 jobs in Miami area
- O. — 8 jobs in Fort Lauderdale area
- P. — 9 jobs in Boca Raton area
- Q. — 29 jobs in West Palm Beach area
- R. — 6 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. — 6 jobs in Jacksonville area



work ethic, as well as proven leadership ability to effectively plan, organize, prioritize, implement, and achieve results while handling multiple issues and projects. Excellent communication, customer

## Featured Job of the Month

**Experienced condominium manager** for a bay-front South Miami Beach association. Must be highly motivated with a minimum of 5 years of community association management experience, of which at least 2 years must have been at a high-volume and fast-paced condominium. Should possess excellent project management skills, an exceptional ability to prioritize tasks, and strong relational skills. Job duties and attributes include:

- Maintaining a professional and positive work atmosphere across departments.
- Must have a keen knowledge of Florida Statutes 718.
- Must be able to understand and implement the governing documents of the condominium.
- Adhere to and enforce the association's documents and bylaws.
- Must have the ability to grasp concepts and reason effectively with little information and guidance.
- Must be self-directed and need little supervision.
- Excellent problem-solving, reasoning, and decision-making skills.
- Must be able to handle complex inquiries and complaints from the board of directors, residents, vendors, and external agents.
- Ability to manage staff effectively.
- Must possess excellent communication skills, verbal, and written.
- Prepare notes, minutes, and logs, as well as attend board meetings.
- Basic knowledge of accounts payable and accounts receivable procedures and best practices.
- Flexible work schedule.
- Must be proficient in Microsoft Office Suite programs: Word, Excel, and Outlook.
- Must be able to meet drug-free workplace and background screening requirements.
- Bilingual is a plus, but not mandatory. Job #11520

service, and computer skills necessary. Job #11520

### SARASOTA:

**Association manager** for a 200-unit condominium in Sarasota. At least 3 years of CAM experience necessary. Will be responsible for all administrative duties and responding to owners and meetings. Must be computer literate, including QuickBooks and Microsoft Office. Will be responsible for doing the bookkeeping. Maintenance knowledge necessary. Must have the ability to get along with the owners. Job #10740

## Job Filled!

**Wittington Condominium in Pompano Beach has hired Basil Aiello as their manager!**

### WEST PALM BEACH:

**Association manager** for a homeowners association in Boynton Beach. Will be responsible for the day-to-day operations of the community by interacting with the board of directors in conjunction with the management company. Will administer, supervise staff, and operate and maintain the community, including the common areas and buildings. Will maintain a positive working relationship with all personnel, including the board members, committees of residents, clubs, organizations, staff personnel, community residents, as well as contractors, vendors, and governmental departments. Strong communication skills—both verbal and written—required along with good computer skills. Must be able to establish rapport and develop good working relationships with a wide variety of people, including customers and vendors. Position requires proficiency in TOPS, Excel, Word, and community association management software. Must be able to get to root of issues, determine possible solutions, and decide on and implement proper course of action. Job #10751

**Condominium manager** for an over-55 high-rise in West Palm Beach. Must have integrity, common sense, good judgment, and patience. Good financial background, communication skills, and organizational skills are required. Computer knowledge necessary, including QuickBooks experience. Job #11679

**High-rise manager** for a condominium near the Intracoastal in West Palm Beach. Must be mechanically inclined and have



good computer knowledge. High-rise experience with good organizational skills and the ability to delegate required. Must work well with residents and the board. Job #10100

*We are now working to fill 128 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**; 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.