

Open Jobs

BOCA RATON:

Management team or association manager for an oceanfront association in Delray Beach, live on or live off. Must be computer literate, have bookkeeping experience, maintenance knowledge, and good customer service skills. Will be responsible for managing the association rental program. One-bedroom apartment available. Job #10715

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

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!

Paradise Lakes in Lutz selected Roy Ginnick as the manager for their community!

FORT LAUDERDALE:

Association manager for a community in Lauderdale. 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 two pools, tennis and shuffleboard courts, an active marina, and a boat storage

From Lisa

Bill Bergey is a board member at Hawk's Nest in Marathon. When interviewing managers he recommends that boards conduct group interviews with two to three board members being present. Each member can complete an interview summary sheet on each candidate. He says, "I developed a summary sheet with a list of all of the attributes and skills that we are looking for in a candidate and then we graded each person from this standard summary."

He adds that it also helps to develop questions to be asked to make sure you don't forget to ask some key questions. He concludes, "If you do your homework ahead of time, it will pay big dividends in making your final selection and will help to eliminate unwanted surprises."



Lisa

Lisa Pinder

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

FORT MYERS:

Senior manager for a Fort Myers management company office, will also manage a small portfolio of associations. Will be responsible for the day-to-day operations of the communities. Will maintain a positive working relationship with all personnel, including the board members, committees, staff, and residents as well as contractors and vendors. Strong communication skills, verbal and written, required along with good computer skills. Must be a team player and well organized with a great personality. Job #11533

CAM needed for a Fort Myers community association. 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. Job #11685

GAINESVILLE:

Portfolio manager for homeowners associations, condominiums, and office parks in Gainesville. Will be responsible for all aspects of managing the associations from the physical to the financial. Must have a minimum of 2 years association



management experience. Must have strong interpersonal skills, maturity, and good judgment. Ability to handle and maintain composure when a stressful situation arises. Computer skills: Microsoft Outlook, Microsoft Word, Excel, PowerPoint, and TOPS. Job #11689.

JACKSONVILLE:

Experienced portfolio manager for condominiums and homeowners associations in Northeast Florida, immediate opening. Must be highly organized. TOPS/212 experience a plus. Excellent computer and communication skills required. Salary, full benefits, including fully paid insurance. Job #11510

JENSEN BEACH:

Part-time condominium manager for an association in Jensen Beach, 15-20 hours per week. Must have 3-5 years of experience in Florida and knowledge of QuickBooks. Need strong decision-making abilities and strong follow-up attributes. The position requires a person with substantial specialized knowledge,

Job Filled!

Matthew Duncan recently accepted the position of community association manager with Sylvette in Saint Petersburg Beach!

Featured Job of the Month

Experienced manager for Longboat Key condominium. Responsibilities include budget, forecast, monthly financials, insurance, building and grounds maintenance, personnel management, and rules enforcement. Excellent communication skills required. Salary, health, dental and life insurance, retirement plan, vacation, sick, and holiday pay. Job #11433

good judgment, and strong managerial skills. Must have strong negotiation skills and the ability to get along with a variety of personalities. Responsibilities: Prepare budgets and financial documents. Implement annual budget and pay bills. Responsible for title transfers, communications with new owners and renters, including estoppel certificates and copies of bylaws to realtors. Prepare notices to owners of meetings and attend and conduct board meetings. Coordinate ongoing maintenance tasks. Obtain quotes as needed. Supervise the employees. Job #11467

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:

Experienced and qualified association manager for small North Miami condominium. Must be personable with good computer, communication, organizational, and speaking skills. Will manage the projects such as roof replacement, new fire alarm panel, parking lot repairs, and elevator upgrades. Will coordinate and attend monthly board meetings. Bookkeeping is handled in-house. Job #10152

High-rise manager needed for a tower in Miami. Must have good job stability and at least 5 years of tower experience. Excellent references are crucial. Job #11687

Bilingual assistant manager for a small Miami condominium. Will write letters in English and Spanish, deal with service providers, and resident issues. Must be professional, respectful, well mannered, and willing to learn. Bookkeeping knowledge and a great personality are required. Will consider new CAMs. Job #11428

Bilingual portfolio manager for associations in Miami and South Broward County. QuickBooks knowledge required. New CAMs would be perfect. Job #11691



Regional sales managers for the Miami, Naples, and Fort Myers areas for a financial company providing funding and collection services to distressed condominiums. Seeking dynamic, self-motivated individuals with 3+ years working in community association management, sales, new business development, practicing law, and/or financial experience a plus. Cultivate and maintain a network of related contacts for benefit of company, including managing membership and sponsorship affiliations within territory, attending or arranging coverage for industry events, and maximizing the company's investment in said affiliations. Coordinate execution of all funding agreements by client. Review for accuracy and legal standing prior to submission to corporate. Monitor team's progress of underwriting of prospective client's documents and keep clients apprised. Actively contribute ideas, comments, advice, and recommendations based upon industry knowledge. Job #11688 Fee paid by the employer.

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:

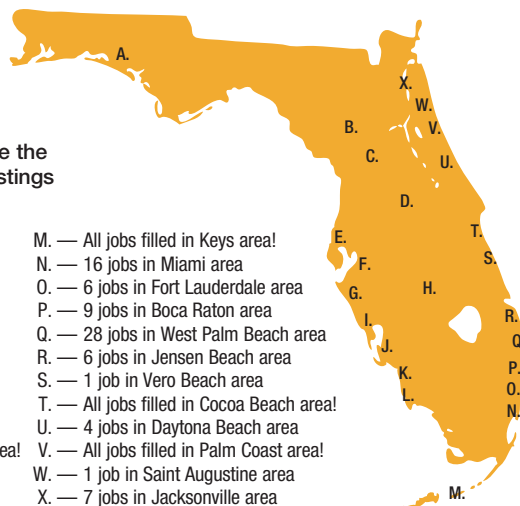
Part-time portfolio manager for the Orlando area for an established management company. Must have homeowners association experience. Job #11677

Community association manager for an Orlando association. Must possess a strong managerial background. Three years of experience as an on-site manager

Statewide Job Availability

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

- A. — 5 jobs in Panhandle area
- B. — 1 job in Gainesville area
- C. — 4 jobs in Ocala area
- D. — 12 jobs in Orlando area
- E. — 4 jobs in Clearwater area
- F. — 11 jobs in Tampa area
- G. — 1 job in Bradenton area
- H. — 1 job in Sebring area
- I. — 6 jobs in Sarasota area
- J. — All jobs filled in Port Charlotte area!
- K. — 8 jobs in Fort Myers area
- L. — 7 jobs in Naples area



- M. — All jobs filled in Keys area!
- N. — 16 jobs in Miami area
- O. — 6 jobs in Fort Lauderdale area
- P. — 9 jobs in Boca Raton area
- Q. — 28 jobs in West Palm Beach area
- R. — 6 jobs in Jensen Beach area
- S. — 1 job 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. — 7 jobs in Jacksonville area

Featured Job of the Month

Experienced CAM to lead a large, upscale gated association in North Naples. Must be a proven leader with excellent organizational, communication, and interpersonal skills as well as a high level of administrative and computer proficiency. Ability to set and achieve goals, to motivate, and mentor a large staff and a good teamwork philosophy are required. Should have a thorough knowledge of accounting/budgeting, project management, and long-range planning. Since this position entails a high level of interaction with residents, the community, and builders, a customer satisfaction orientation is a prerequisite. A take-charge attitude with a hands-on management approach are essential. A business degree and background preferred. Job #11692

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:

Rental services manager for a fast growing management company in the Panama City Beach area, CAM license not required. Must possess market knowledge and rental management experience, specifically on 30A (Beaches of South Walton). Will be expected to build rental program by contacting, developing, defining, negotiating, and closing business relationships with condominium owners

Job Filled!

GCR in Naples has hired Mark Schwab as their portfolio manager!

at assigned communities. This includes both existing rental owners and new owners with potential interest in utilizing the management company to rent their unit and assist in asset maximization and maintenance of their asset. Individual must be a team player, have excellent verbal and written communication, motivation for sales, prospecting and closing skills, time management, presentation skills, high energy level, professionalism, organizational skills, and outstanding customer relations and service. Ability to multi-task is essential. Education in marketing and sales preferred or years of experience in the field can substitute for education. Salary commensurate with experience. Full benefit package available to include health, dental, vision, and life insurance. EOE/Drug Free Workplace. Job #11683

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

SARASOTA:

CAM manager for a 200+ unit association in Sarasota. Must be a strong manager and a problem solver with at least 2-3 years of experience. Mechanical, landscaping, irrigation, lighting, electrical, and communication skills would be an asset. Broker or real estate license would be great. Job #11459

VERO BEACH:

Community association manager for a gated community in Vero Beach. Knowledge of landscaping and the ability to work with others professionally is required. Excellent communication skills are important, verbal and written. Will be responsible for managing the common area maintenance, access control, contracts, and vendors. Must have experience with MS Office, including Excel and Word. Job #11693

WEST PALM BEACH:

Part-time portfolio manager for 3-4 small associations in Lake Worth, Royal Palm Beach, and Wellington, approximately 25 hours per week. Must have great people skills, computer skills, and basic industry understanding. Job #11529



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 137 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 25 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.