

## 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

### **CLEARWATER:**

**Experienced CAM** for a high-rise on Clearwater Beach, immediate opening. The right candidate will be hired ASAP. Job #11060

### **FORT LAUDERDALE:**

**Strong manager** for a 55+ condominium in Sunrise. Must be a strong, resourceful problem solver, a self-starter, and have experience with violations and collections. Long-term planning skills, progressive thinking, and self-motivation required. Job #11589

**Experienced manager** for a master association in Hollywood. Must have 5–10 years of proven community association management experience, stability, responsibility, and accountability. Must also be well organized with good communication skills. Will be responsible for managing the exterior common areas, such as parking, walkways, planting beds, and recreation facilities of the community. Job #10155

## Job Filled!

**Pine Ridge of Fort Myers Village 1 in Fort Myers selected Anthony Skrutski as the manager for their community!**

### **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, 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

## From Lisa

Steve Hoylman is treasurer of Renaissance of Pompano Beach II in Pompano Beach. When they were recently searching for a new manager, he says they used a point system for the attributes they wanted in a manager. He explains, "Each person on the Interview Committee filled out the form for all of the candidates. This helped us have a uniform, unbiased evaluation of each person. The development of the format was a bit time consuming, and the paperwork a bit cumbersome, but we have a good record of each person."

Steve adds that they also prepared a list of questions that were posed to each candidate and that all members of the committee asked a few questions each. A copy of their evaluation form is available by request.



Lisa Pinder



TOPS/212 experience a plus. Excellent computer and communication skills required. Salary, full benefits, including fully paid insurance. Job #11510

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



### **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, 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.

**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.

## Job Filled!

**Gonzalo Iribarren recently accepted the position of community association manager with Saint Andrews at Miramar in Miramar!**

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



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

**OCALA:**  
**Lifestyle director** for an association in Ocala, CAM license not required. Must

## Letters to Lisa

Hi Lisa,

I'd like to take this time to express my deepest thanks and appreciation. Your efforts produced the real results in a matter of a few months that could not be accomplished by others in over a year! As you know, I am a newly licensed CAM, not the best position to be in while looking for a position in a weak economy. You have become my friend. I know I can call you anytime and ask about a position. You have taken the time to guide me in selecting the positions I could have my resume entered for.

You are in the fortunate position to help others change their lives. Your personal attention to those of us who come to you for help shows your devotion to help others. CondoJobs is the only service I will ever recommend or use should I be in that position. Experienced or newly licensed, your service will match applicants with the perfect job every time!

Again, thank you for your help,  
Ramon Fernandez, CAM  
Miami, Florida

### MIAMI:

**Bilingual CAM manager** for 2 associations in Miami. Will also assist with other office duties. Entry level position, willing to train. Must be friendly. English/Spanish are a must. Job #11699

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

**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

**Strong manager** for a large condominium in North Miami. Previous management experience, excellent communication, and computer skills required. Job #10743

### NAPLES:

**Experienced CAM** to lead a large, upscale, gated association in North Naples. Must be a proven leader with excellent organizational, communications, 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

## Featured Job of the Month

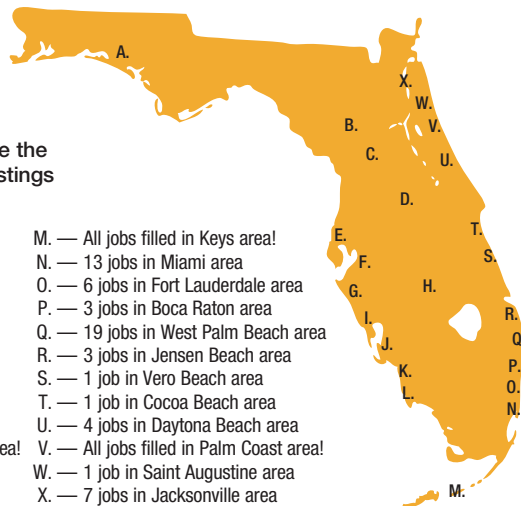
**Community association manager** for a Melbourne association. Will provide management, direction, and leadership to ensure the association is maintained and operated in accordance with the management company objectives. Requirements:

- Analyze alternative solutions to problems and make recommendations to the board of directors.
- Develop and submit complete and accurate annual budgets.
- Establish and maintain industry contacts and relationships through involvement in trade organizations and networking opportunities.
- Maintain a professional relationship with the board of directors, unit owners, and vendors.
- Encourage staff to behave in a professional manner and comply with safety standards. Motivate staff to work as a team.
- Ability to run a board meeting, when necessary, according to *Robert's Rules of Order*.
- Prepare accurate management report and submit them in a timely manner.
- Maintain accurate records, files, and communications.
- Keep up-to-date equipment maintenance logs. Job #11684

## Statewide Job Availability

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

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| A. — 5 jobs in Panhandle area                | M. — All jobs filled in Keys area!       |
| B. — 1 job in Gainesville area               | N. — 13 jobs in Miami area               |
| C. — 2 jobs in Ocala area                    | O. — 6 jobs in Fort Lauderdale area      |
| D. — 10 jobs in Orlando area                 | P. — 3 jobs in Boca Raton area           |
| E. — 3 jobs in Clearwater area               | Q. — 19 jobs in West Palm Beach area     |
| F. — 11 jobs in Tampa area                   | R. — 3 jobs in Jensen Beach area         |
| G. — 1 job in Bradenton area                 | S. — 1 job in Vero Beach area            |
| H. — All jobs filled in Sebring area!        | T. — 1 job in Cocoa Beach area           |
| I. — 5 jobs in Sarasota area                 | U. — 4 jobs in Daytona Beach area        |
| J. — All jobs filled in Port Charlotte area! | V. — All jobs filled in Palm Coast area! |
| K. — 4 jobs in Fort Myers area               | W. — 1 job in Saint Augustine area       |
| L. — 4 jobs in Naples area                   | X. — 7 jobs in Jacksonville area         |



have strong organizational skills as well as public speaking skills and advanced communication skills. The lifestyle amenities include fitness, aquatics, one day and extended travel, special events, classes, workshops, and charter club operations. Will also provide staff support and guidance to the community manager, board of directors, and other team departments as necessary. Will plan, coordinate, and implement programs, classes, and special community-

wide events. Hire, supervise, educate, motivate, schedule, and evaluate other lifestyle staff. Solicit input and involvement from residents to further stimulate participation. Conduct new homeowner orientation presentations. Will also assist with preparation of newsletter. Computers and software programs such as, Microsoft Office, Adobe Standard/Pro, design and layout procedures, word processing, and general graphics required. Job #11633



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 110 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! ■*

## Featured Job of the Month

### Community association manager

for a Fort Lauderdale association. Must have at least 5 years of condominium management experience, with at least 2 years employment in one location. Must have previously managed a community of at least 200 units. Duties include:

- Review all bills and statements of monies owed by the association.
- Cite and administer any violations of the rules and regulations.
- Provide communications to the residents as needed.
- Monitor all vendor services provided to the association.
- Provide routine maintenance inspections of common areas.
- Oversight of accounts receivable, following up on collection procedures, working with association's attorney, etc.
- Solicit and analyze bids for services.
- Monitor association insurance coverage.
- Prepare board packages for board meetings including agenda, minutes, items for discussion, etc.
- Stay current with condominium laws and requirements.
- Prepare annual budgets.
- Review monthly financial statements vs. budget to ensure variances are noted and analyzed.
- Direct daily operation of condominium.
- Attend all board meetings, special meetings, and annual meeting.

Salary, 2 weeks vacation, 401k plan with employer match of first 4 percent (after one year), 100-percent paid health benefits for manager only. Job #10013

### ORLANDO:

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

### 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

### SARASOTA:

**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

### VERO BEACH:

**Experienced manager** with strong leadership abilities for an upscale, gated community in Vero Beach. Strong maintenance background knowledge, high level of computer literacy, financial experience (budgets, financial overview), and excellent communication skills are necessary. Responsibilities include interacting with board members, committees, homeowners, managing vendors, deed restriction enforcements, and attending to the needs of residents in a manner utilizing advanced skill in customer service. Must be organized and have experience managing an access control team, college degree preferred. Job #11693

### WEST PALM BEACH:

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

## 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.