

## Open Jobs

### **BOCA RATON:**

**Part-time manager** for a beautiful Boca Raton condominium, 20–25 hours per week. Must be knowledgeable about condominium law. Will inspect the community, supervise the staff, and do leasing for the association. Job #11593

### **CLEARWATER:**

**Part-time manager** for a Clearwater association, 20–24 hours per week. One person office, will interact with the owners. Must have excellent people skills, great communication skills, administrative skills, and strong negotiating skills. Will consider hiring on an independent contractor basis or employee status. Job #11705

### **COCOA BEACH:**

**Resident manager** for a Cocoa Beach area 55+ association. Must have excellent bookkeeping skills and be proficient with Microsoft Office, Excel, and QuickBooks. Maintenance and mechanical abilities required. Will also consider live-off managers. Job #10878

### **DAYTONA BEACH:**

**CAM manager** for an oceanfront condominium in Ormond Beach, live-on or off. Condominium management experience is a necessity. Knowledge and experience in building maintenance required. Must have empathy and concerns for owners' problems. Real estate sales license required. Real estate broker's license preferred. Two-bedroom apartment available. Job #11727

### **FORT LAUDERDALE:**

**Condominium association manager** for a luxury, waterfront high-rise in Fort Lauderdale. Excellent communication, supervisory, interpersonal, financial, construction, mechanical, and landscaping skills and knowledge required. Over 5 years of experience desired. Good



## From Lisa

Laurie Meier is the manager of Highland Lakes in Palm Harbor. She reports that she was asked a question in a job interview that she had not thought would be part of the interview process. She says, "Actually, it was the first question in the interview. When interviewing for a position in an organization where there is a volunteer board, it is important to understand that they pride themselves in the fact that they volunteer. I was asked where I volunteer and to give them specific information about it. This may help someone in getting a position as it speaks to the character of the job seeker."



Lisa Pinder

leadership skills. Strong preparation and collaboration skills and attention to detail. Strong people, people management, and team-building skills. Experience with budgets and good financial management skills. Good meeting management and organization skills. Responsiveness to issues and complaints. Proficient with Microsoft Outlook, Excel, and Word. Experience with building maintenance and mechanical systems, such as plumbing and electrical. Swimming pool maintenance license (within 90 days of hire). Job #11156

**Resident manager** for an association on beach in Fort Lauderdale. CAM experience is a plus. Skills and experience include: Knowledgeable about maintenance. Good people skills. Good communication skills. Ability to speak and write fluently in English. Successful track record of employment. Basic accounting and bookkeeping skills. Pets are not allowed. Job #11718

### **FORT MYERS:**

**Community association manager** for a high-end condominium association in Fort Myers. Ability to make decisions with attention to instructions of the board, along with strong staff supervision and communications are required.

Combination of administrative and hands-on management skills is optimum, including outside, building, and lawn maintenance. Good computer skills are required. Job #11363

**CAM manager** for a resort association on the Gulf in Fort Myers Beach. Must be experienced in resort operations and have 4–6 years of association management experience. Additional management experience in reservation systems, front desk operating systems, marketing, promotions, rental programs, revenue production, and community involvement required. The ability to work with a professional management company, seasoned board members, owners, and rental guests is necessary. Experience in human resources management, employee training, and dedicated to working with and developing a quality staff. Ability to write reports, correspond using word processing, spreadsheets, graphs and PowerPoint, and develop budgets. Additional management experience in areas such as repairs, maintenance, landscaping, pool operations, reservation systems, safety and security, light construction, and remodeling. Job #11722

### **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:**

**Portfolio manager** for Ponte Vedra Beach. Will provide administrative and project management services for the operation and maintenance of deed restricted communities. For serious consideration, should have proven experience managing multiple association budgets, project management, service and contractor bids, and conducting association meetings. Excellent presentation skills, solid business/financial skills, and a positive, can-do attitude with a focus on service are essential. Successful candidates will possess a strong work ethic, have excellent interpersonal skills, and possess the

## Featured Job of the Month

**Professional CAM** with a minimum of 5 years of experience for a lushly-landscaped community in Bradenton. This community has 500+ units, the amenities include pools, spas, and lighted tennis courts. Responsibilities include budget development, knowledge of building systems, managing landscaped grounds and amenities, and the ability to supervise 10 employees. Must have excellent communication, administrative, and interpersonal skills. Excellent benefits and an outstanding working environment. Job #11456

ability to effectively prioritize, manage, and achieve results while handling multiple tasks and projects. Job #11648

### JENSEN BEACH:

**Part-time CAM manager** for small Stuart area condominium, 20 hours per week, 4 hours per day, 5 days per week. Must have at least 4–6 years of CAM management experience. Should have excellent organizational and communication skills. Bookkeeping, accounting, and QuickBooks experience required. Must be able to recognize, schedule, and oversee short- and long-term maintenance issues. Will

oversee the maintenance man and contractors, obtain bids and proposals, and attend board meetings. Job #10657

### KEYS:

**Resident manager** for a small condominium in the Central Keys. Must have experience with QuickBooks. Salary and 2 bedroom apartment. Job #10532

### MIAMI:

**Experienced CAM** for a bay-front high-rise condominium in the Brickell area of Miami. A minimum of 5 years as a CAM manager required. Experienced in mechanical, plant, and equipment necessary. Knowledge and understanding in financial planning, budget preparation, account receivables, account payables, and collections. Hands-on approach and ability to research, plan, propose, and implement projects upon approval. Must possess computer skills and experience with QuickBooks. Good communication skills. Bilingual preferred. Job #10053

### NAPLES:

**Community association manager** for a homeowners association in Bonita Springs. Outstanding customer service skills required. Must have at least 3–5 years management experience at a homeowners association. A positive outlook and the ability to work well with teams are necessary. Job #11716

**Experienced hands-on CAM** for a low-rise community in Naples. Responsibilities



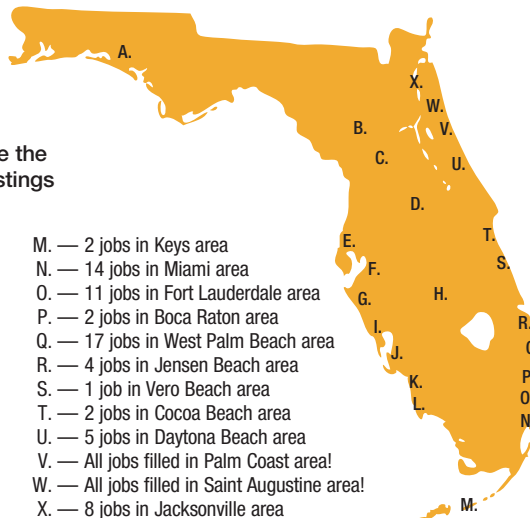
include daily handyman and light maintenance duties, working with outside vendors and contractors, good communication skills, and confidence in financial transactions, paying bills, and entering data, proficient with computer hardware and software. At least 3–5 years of successful experience as a community association manager. Must be a good communicator and able to work with full-time and seasonal residents, owners, and renters. Ideally the individual will have performed similar functions for other buildings in southwest Florida. Job #11714

### ORLANDO:

**Director of Community Association Management** for an Orlando management company. Will manage all day-to-day CAM operations for a high growth branch, including the staff of community association managers and assistant community association managers. Will also manage all new client community transitions and hand off to a CAM after the initial two to three months of operation. Highly effective ability to manage other managers and build and lead a team of professionals. Minimum 2–3 years management experience in addition to other professional work experiences that demonstrate leadership capabilities. Understanding of community association business and financial statements. Professional verbal and written communication skills. This position is on the career path to become a vice president, senior vice president, branch president, and division president. Salary, health, dental, vision, life, disability insurance. Job #11709

## Statewide Job Availability

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



- A. — 4 jobs in Panhandle area
- B. — 1 job in Gainesville area
- C. — 2 jobs in Ocala area
- D. — 9 jobs in Orlando area
- E. — 3 jobs in Clearwater area
- F. — 16 jobs in Tampa area
- G. — 1 job in Bradenton area
- H. — 1 job in Sebring area
- I. — 2 jobs in Sarasota area
- J. — 2 jobs in Punta Gorda area
- K. — 9 jobs in Fort Myers area
- L. — 2 jobs in Naples area

- M. — 2 jobs in Keys area
- N. — 14 jobs in Miami area
- O. — 11 jobs in Fort Lauderdale area
- P. — 2 jobs in Boca Raton area
- Q. — 17 jobs in West Palm Beach area
- R. — 4 jobs in Jensen Beach area
- S. — 1 job in Vero Beach area
- T. — 2 jobs in Cocoa Beach area
- U. — 5 jobs in Daytona Beach area
- V. — All jobs filled in Palm Coast area!
- W. — All jobs filled in Saint Augustine area!
- X. — 8 jobs in Jacksonville area

### PANHANDLE:

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

## Featured Job of the Month

**General manager** for a financially sound, 55+ active adult community in the Tampa Bay area. Must be an energetic manager to oversee all aspects of the daily operations to deliver exceptional experience for owners, employees, and guests. A minimum of 5 years experience with a strong background in homeowners associations, clubhouse management, including member relations, clubhouse operations, golf and tennis operations, and food and beverage management is required. The association has many amenities, including golf, pro shop, dining room, banquet facilities, swimming pool, tennis and bocce courts, billiards area, craft room, fitness center, meeting areas, and facilities maintenance. Job #11721

Excellent communication, customer service, and computer skills necessary. Job #11520

### **PUNTA GORDA:**

**Association manager** needed for a 400+ unit community in Punta Gorda. Will supervise the pool upkeep, maintenance, lawn care, and water treatment plant. Quick-Books knowledge required. Job #11715

### **SARASOTA:**

**Experienced portfolio manager** for homeowners associations and condominiums in Venice. Minimum 2 years experience in association management. Must be available full-time plus some nights and weekends. Good organizational and customer service skills required. TOPS software and bookkeeping experience helpful. Salary, benefits, mileage and cell phone allowance. Job #11637

### **SEBRING:**

**Manager** needed for a Lake Wales area homeowners association. Must know Quick-Books. Will deal with the residents, enter payments, and conduct inspections. Bilingual preferred, English/Spanish. Job #11728

### **TAMPA:**

**Full-time CAM** for a Tampa community. At least 3 years of CAM experience required. Will supervise the hiring of employees and vendor staffing to assure personnel capable

of meeting the community goals and high standards in a hospitable, sensitive, and courteous manner. Work under direction of the management company in meeting the guidelines of the board of directors. Plan, direct, and oversee implementation of comprehensive systems for protection of the community assets and records of the association. Inspect community to determine safety, maintenance, and security needs. Assist in preparation of monthly financial reports and annual budget. Assists in monitoring compliance with the rules and regulations. Solicit bids for maintenance and construction projects and participate in selection of contractors and vendors. Job #11717

### **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 attend 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:**

**On-site manager** for a luxury low-rise condominium in North Palm Beach. Must have at least 5 years management experience. Excellent interpersonal and customer focus are prerequisites for the position. Excellent management, supervisory, and communication skills required to deal effectively with the board of directors and residents. Team player, works well with others. Strong customer service orientation. Ability to read, analyze, and comprehend business correspondence and carry out oral and written instructions. Strong organizational and administrative abilities. Strong computer skills, TOPS, Word, Excel, Outlook, and Internet. Strong advanced business understanding and familiarity with association financial statements. Knowledge of maintenance requirements, including dealing with vendors and contractors. Ability to motivate and work effectively with people. Professional image, association customized polo shirt with khaki pants. Benefits after 90 days. Job #10654



**Professional manager** for an oceanfront condominium in Palm Beach. At least 10 years of community association management experience required. Knowledge of Florida laws as well as the ability to communicate well is required. Salt water environment experience preferred. Job #10682

*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](mailto: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.