

Open Jobs

CLEARWATER:

General manager for all common areas of a beautiful, gated community on the Gulf in Clearwater. Association amenities include pools, spas, tennis courts, basketball court, and hot tubs as well as tropical landscaping, multiple large planters, and indoor/outdoor parking areas. Successful community association management experience required. Must be a strong manager with excellent communication, organization, and employee management skills. Comprehension of reporting, accounting, and applicable laws required. The successful candidate will be knowledgeable of construction techniques and components and of the maintenance requirements to keep a large community in excellent condition. Must have landscape knowledge and have the ability to create necessary hurricane preparedness procedures. Good computer experience required, including Word and Excel. Job #11395

COCOA BEACH:

Condominium manager or management team for an oceanfront association in Melbourne Beach. Must be computer literate, including QuickBooks and Excel. Good personality required. Hands-on maintenance experience required for a team. Job #11365.

DAYTONA BEACH:

Experienced manager for a Daytona Beach high-rise condominium. At least 10 years of CAM experience required. Hands-on experience with an older high-rise would be a benefit. Oceanfront experience would also be helpful. Salary, 75 percent health insurance, vacation, and sick time. Job #11490

CAM manager for a condominium on the ocean in Daytona Beach Shores. Must have good organizational and computer skills as well as maintenance and management experience. Will supervise two full-time maintenance employees

Job Filled!

Ric LeBoeuf recently accepted the position of community association manager with Renaissance of Pompano Beach II in Pompano Beach!

From Lisa

Mark Schwab is a manager with GCR in Naples. He says when you go on an interview, it is important to be professional, "Dress as if you are meeting the President of the United States. Eye contact is extremely important, as is self-confidence. Think before you answer any questions and elaborate on the topic in question."

Mark adds it also helps if you have a well-written resume and know every aspect of the information on the resume. "As you well know, experience is king. Do not be afraid of blowing your own horn a bit. If you have done something good, do not be afraid to let them know."



Lisa Pinder



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:

Part-time manager for an oceanfront high-rise (10-15 floors) in Jacksonville Beach, 20 hours per week. There is a full-time maintenance supervisor that lives on-site and a part-time janitorial/cleaning person as well. Will do office hours and building inspections. Job #11742

On-site community association manager

for a high-rise in downtown Jacksonville. Will provide management, direction, and leadership to ensure the community is maintained and operated in accordance with management company objectives. Responsibilities include working closely with the association, board of directors, and/or the developer to manage and operate the community, facilitate solutions to problems between communities and internal support staff. Strong management skills, customer service skills, and supervisory skills are required. Three years of experience as an on-site manager managing the association is preferred. 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. Job #11738

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

and report to the president of the association. Excellent customer service skills a necessity. Job #11748

FORT LAUDERDALE:

Portfolio manager for 5 associations in North Broward and Palm Beach County, based in Boca Raton. Must have excellent organization skills and handle lease and purchase applications. Computer, TOPS experience, and verbal communication skills are essential. Benefits include health, dental, 401k, car allowance reimbursement, and cell phone allowance. Job #11552

FORT MYERS:

Part-time manager for a 300-unit condominium in Fort Myers, 30 hours per week. Must have experience with condominium management, supervising staff, meeting management, and resident relations. Knowledge of maintenance, operations, and financial statements required. This may lead into a full-time portfolio position. Job #11725

GAINESVILLE:

Portfolio manager for homeowners associations, condominiums, and office parks in Gainesville. Will be responsible for all

Featured Job of the Month

CAM for a homeowners association in Jupiter. Association amenities include pool, tennis, racquetball, playground, social room, and lake. The residents are a mix of young families and retired seniors. The ideal candidate will possess the following:

- 3–5 years of full-time CAM with homeowners association experience.
- Must be proficient with TOPS, Microsoft Office, and the Internet.
- Must have strong knowledge of financials and budgets.
- Must be detail oriented and must possess strong organizational skills.
- Must have written and verbal communication skills.
- Working knowledge of irrigation systems.
- Must submit verifiable salary history with resume. Job #11750

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 an association in the Central Keys. Will maintain front office functions, including customer greeting, customer check-in, check-out, problem solving, answering phones, providing information, solving billing issues, and working with the treasurer and bookkeeper to maintain the financials. Will be the face to the owners and be responsible for managing the housekeeping team. Must have good leadership skills, excellent customer skills, problem solving skills, computer skills, financial and accounting skills, familiarity with QuickBooks, and familiarity with the hotel/motel/condominium industry. Job #11355

MIAMI:

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

Professional bilingual manager for a 100+ unit upscale waterfront condominium in the North Miami area. At least 5 years of CAM experience required. Upcoming projects include painting the building and refurbishing



the penthouse floor. Manager skills and requirements: College graduate preferred. Need to be a hard worker with a financial background. Bilingual, English/Spanish, with the ability to write well in English. Computer literate, proficient in Office, Word, Excel, and QuickBooks. Good communication skills to work with owners and employees. Must have extensive knowledge in building maintenance and capital improvement projects. Competitive salary, medical insurance, 2 weeks vacation, and bonus. Job #11747

Experienced general manager for a master association in South Miami Beach, immediate opening. Must possess 5+ years of senior, managerial experience of a master homeowners association in a multi-use environment. This would include full responsibility and oversight of the physical plant, valet services, security, and common areas of a multi-use community. Strong understanding of homeowners association accounting. Ability to multi-task with multiple board and owners demands. A good understanding of Florida statutes and administrative codes. High-rise experience. Job #10633

NAPLES:

On-site manager for a homeowners association in Naples. At least 3 years of CAM experience required. Will be responsible for the day-to-day operations of the community. 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, required along with good computer skills. TOPS experience would be very good. Must be a team player, well organized with a great personality. Job #11533

Statewide Job Availability

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



- | | |
|---|---|
| A. — 3 jobs in Panhandle area | M. — 3 jobs in Keys area |
| B. — 1 job in Gainesville area | N. — 20 jobs in Miami area |
| C. — 1 job in Ocala area | O. — 6 jobs in Fort Lauderdale area |
| D. — 7 jobs in Orlando area | P. — 2 jobs in Boca Raton area |
| E. — 4 jobs in Clearwater area | Q. — 20 jobs in West Palm Beach area |
| F. — 15 jobs in Tampa area | R. — 2 jobs in Jensen Beach area |
| G. — All jobs filled in Bradenton area! | S. — 2 jobs in Vero Beach area |
| H. — 1 job in Sebring area | T. — 2 jobs in Cocoa Beach area |
| I. — 2 jobs in Sarasota area | U. — 6 jobs in Daytona Beach area |
| J. — 3 jobs in Punta Gorda area | V. — All jobs filled in Palm Coast area! |
| K. — 4 jobs in Fort Myers area | W. — All jobs filled in Saint Augustine area! |
| L. — 4 jobs in Naples area | X. — 9 jobs in Jacksonville area |

Job Filled!

Southgate Condominium in South Palm Beach selected Rick DeBrincat as the manager for their community!

Featured Job of the Month

Community manager for an ocean-front association on North Hutchinson Island. Must have 5–10 years of CAM experience. Will interact effectively with the board, attorneys, county and state officials, and many committees. Will deal directly with the residents on a daily basis and resolve most problems independent of board involvement. Extensive knowledge of documents, county codes, and Florida statutes is mandatory. Capability to use information system technology is essential. A business management degree is desirable. Duties:

- Assure all financial transactions are executed in an accurate, efficient, and timely manner.
- Ensure that appropriate budgets are developed and followed.
- Contract for goods and services.
- Enforce bylaws and rules and regulations in a consistent, efficient, and effective manner.
- Manage employees to assure their loyal, efficient, and effective functioning, and their courteous interactions with the residents.
- Arrange board meetings.
- Maintain a visual presence in the community with frequent tours for inspection and enforcement purposes, as well as to support residents. Job #11743

PUNTA GORDA:

Association manager needed for a community on Gasparilla Island. Must work well with the board of directors and be familiar with Florida Statutes. Good financial and insurance knowledge required. Will be responsible for getting bids. Prefer local candidates for local knowledge. Job #11729

SARASOTA:

On-site manager needed for a beach-front condominium in Venice, Monday through Friday, 9:00 A.M.–1:00 P.M., with additional portfolio responsibilities to be added. Strong, experienced manager required. Will add other associations for a small portfolio, in Sarasota/Manatee County area. Job #11749

TAMPA:

Part-time manager for an association in Brandon, 20 hours per week. Excellent follow-up skills and the ability to multi-task are important. May go to full-time later. Job #11713

Portfolio manager for community associations in the Tampa area. The position includes managing boards of directors and committees, managing vendors, analyzing financial statements and budgets, managing deed restriction enforcement, managing regular board meetings and annual meetings. Minimum 2–3 years community association management experience. Developer portfolio experience a huge plus. Familiar with vendor management and construction and maintenance issues. Understanding of community association business and financial statements. Ability to motivate, cultivate, and negotiate with committees. Professional verbal and written communication skills. Strong computer skills: Word, spreadsheets, and database applications. Strong organizational and time-management skills. High integrity, honesty, and professionalism. Exceptionally strong customer service orientation. Salary, health, and dental insurance, 401k program. Job #11581

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:

Association manager for a board-managed multiple condominium association in Lake Worth. Must have a minimum of 5 years experience with a working knowledge of irrigation, plumbing, landscaping, electrical, construction, and administrative responsibilities. A team player is essential. Job #10018

CAM manager for a 500+ unit homeowners association in Wellington. Must



be a solid candidate with good job stability and large homeowners association experience. Strong with financials and budgets. Must speak well and have professional demeanor. Job #11696

*We are now working to fill 129 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.