

condojobs

Open Jobs

CLEARWATER:

On-site association manager needed for a community in the Madeira Beach area. Duties will include preparing monthly financials, oversight of maintenance and landscape staff, vendor and contractor interaction, and rules and regulations enforcement. Knowledge of Florida statutes necessary. Requires good working knowledge of Microsoft Office products (Word, Excel, Outlook) and QuickBooks. Must have good experience and be a people person. Organizational skills are critical. We are a progressive and well-maintained community and desire to stay that way. Job #11768

COCOA BEACH:

Dynamic CAM for a beachfront condominium in Cape Canaveral. Will supervise the staff, assist in the preparation of the budget, address resident needs, enforce association regulations, conduct monthly meetings, assist the board in performance of their duties, and facilitate a quality living environment among residents. Must be a professional leader and a problem solver with excellent computer and communication skills. QuickBooks experience necessary. Job #10874

FORT LAUDERDALE:

CAM manager for a condominium in Fort Lauderdale. Must have full knowledge of Florida condominium laws. Knowledge of plumbing, electrical, and mechanical systems required. The ability to evaluate contractor's bids and project management skills necessary. Must have the ability to interact and effectively communicate with board of directors, staff, residents, and contractors. Job #11012

Experienced manager for 400+ unit condominium in Hollywood. Must have 5-10 years of proven high-rise experience, stability, responsibility, and accountability. Will deal with life-cycle maintenance, the physical infrastructure, project management, elevators, air conditioning, cooling towers, etc.

Job Filled!

Maureen Dore recently accepted the position of community association manager with Lexington Lakes in Stuart!

From Lisa

Steve Feiertag is a board member at Madison Green in Royal Palm Beach. He says, "I believe that a community association manager is a professional position that requires many skills, and one has an increased chance of success in the position if they have a high cognitive ability."

Steve feels that a college degree does not ensure high cognitive ability. He adds that research has proven that a personnel test can be an excellent measure of cognitive ability. He says they used a personnel test that they were able to easily score themselves during their recent manager search, "However, I acknowledge that having a high cognitive ability alone does not guarantee that a person will work out well as a manager, so it cannot be the only tool used. Boards must also develop questions to determine the ethical and moral character of the applicant."



Lisa Pinder

Project management experience helpful, 40-year certification next year. Strong knowledge of building operations and maintenance supervision required. Excellent people and communication skills are a must. Organized and detail oriented with a good work ethic. Job #11789



GAINESVILLE:

Career-oriented CAM for a growing management company in Gainesville. Will work in a professional and supportive office environment as part of a close-knit team. As a key member of our team, you will be counted on to give 110 percent and must possess the attitude that the glass is always half full. The willingness to go above and beyond must be a natural part of who you are. Will be responsible for managing a small portfolio of two large communities. Will be responsible for all aspects of managing the associations from the physical to the financial. Competitive salary, paid holidays, vacation, sick and personal days, group medical, and dental and vision coverage. Job #11689

JACKSONVILLE:

Portfolio manager for homeowners associations and condominiums in the Amelia Island area. Must have 2-3 years experience in all aspects of CAM management. Job #11794

JENSEN BEACH:

CAM manager for a 300-unit condominium in Stuart. Must be action oriented, firm, and diplomatic with good people skills. Will conduct regular community inspections, supervise staff and projects, follow up and enforce the documents, rules, and regulations. Good financial knowledge required. Job #11761

MIAMI:

Portfolio manager for associations in Miami, immediate opening. Prefer experience, but will consider entry level. Solid leadership and communication skills are necessary. Job #11599

Upcoming projects include concrete restoration and roof replacement. TOPS knowledge helpful. Job #11337

Experienced portfolio manager for Broward County associations. Minimum one year of CAM experience. Must be knowledgeable of condominiums and homeowners associations. Job #11280

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

Condominium manager for an association on the beach in Hallandale. Must have solid experience with a big building.

Featured Job of the Month

Manager for a beachfront high-rise in Fort Lauderdale. Must be experienced, a self-starter, with excellent administrative and organizational skills, strong routine and preventive maintenance background, and congenial customer service skills to supervise staff, contractors, large construction projects, budgeting, and all daily operations. Job #11010

Bilingual assistant manager for a portfolio of associations in Miami. Must have a minimum of three years of multiple-site experience and basic computer skills, including Word, Excel, and e-mail. Perform regular physical inspections of the communities and oversee maintenance and upkeep. Attend to the needs of board members, residents, and unit owners in a professional manner, demonstrating superior customer service skills. Attend meetings, report on issues, and write up minutes. Write reports and business correspondence and create and understand budgets and operating statements. Job #11791

Portfolio manager for 8 associations in Dade County. Must be familiar with the rules and regulations applicable to each

association and assist each association's board of directors with carrying out its duties and enforcing the rules and regulations. Will be responsible for community upkeep, coordinating repairs, coordinating special assessments, and responding to inquiries from association residents. One year of CAM experience preferred. Job #11788

ORLANDO:

Assistant manager for an Orlando association, CAM license not required. Short-term rental, condominium/hotel vacation resort experience would be a plus. Will monitor the association when the CAM is not available. Requirements: Experience with Microsoft Office products, communication skills, attention to detail, service orientation, responsiveness, and follow-up. Must have the ability to handle multiple tasks and situations at one time. Salary, health, dental, vision, life insurance, and 401(k) program. Job #11773

Portfolio manager immediate opening for developer controlled community associations in Orlando. Great interpersonal skills and a high level of customer service skills are required. Need to be proactive, independent, very well presented, an excellent communicator, personable, and extremely organized. Bilingual preferred. Must be computer literate including Microsoft Word, Excel, and e-mail. Salary, laptop, cell phone, mileage, and 50 percent health insurance. Job #10944



PANHANDLE:

CAM manager for a large community in Destin. Must be energetic and professional with a minimum of three years of experience. Good written and oral communication skills required. Drug screening a must. Job #11745

SARASOTA:

Association manager for a small condominium on Longboat Key. Must have accounting knowledge, good communication skills, and leadership skills in directing, evaluating, and training staff. Will handle customer relations and owner concerns. The ability to carry out directives and work with the board of directors is required. Job #11786

SEBRING:

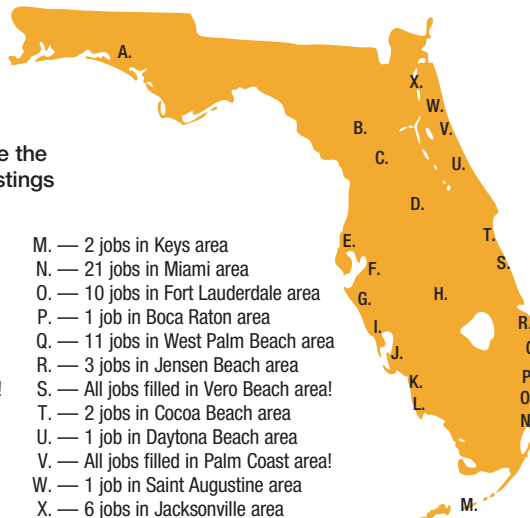
Manager required for a premier association located in Sebring. Will oversee 9 employees who undertake both maintenance and clerical duties. Must have at least 4 years of community association management experience. Knowledge of maintenance and irrigation is a prerequisite. Experience in office administration, including computer skills and the ability to prepare reports is necessary. Must be able to effectively oversee on-site landscaping contractors and negotiate new contracts as required. Should be personable, have good communication ability, and be able to resolve day-to-day problems. Job #11262

TAMPA:

Experienced manager for a beautiful community in the reserve in Tampa. The ability to multi-task, supervise vendors, and deal with politics and owners is required. Must have landscaping knowledge and experience. Job #11755

Statewide Job Availability

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



- A. — 2 jobs in Panhandle area
- B. — 1 job in Gainesville area
- C. — 2 jobs in Ocala area
- D. — 8 jobs in Orlando area
- E. — 3 jobs in Clearwater area
- F. — 15 jobs in Tampa area
- G. — All jobs filled in Bradenton area!
- H. — 1 job in Sebring area
- I. — 3 jobs in Sarasota area
- J. — 1 job in Punta Gorda area
- K. — 2 jobs in Fort Myers area
- L. — 1 job in Naples area

- M. — 2 jobs in Keys area
- N. — 21 jobs in Miami area
- O. — 10 jobs in Fort Lauderdale area
- P. — 1 job in Boca Raton area
- Q. — 11 jobs in West Palm Beach area
- R. — 3 jobs in Jensen Beach area
- S. — All jobs filled in Vero Beach area!
- T. — 2 jobs in Cocoa Beach area
- U. — 1 job 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

Job Filled!

Doral Village in Clearwater selected Roy Ginnick as their new manager!

Featured Job of the Month

On-site CAM manager for a gated, condominium community in Destin. Must have a minimum of 3–5 years of experience as a CAM along with strong organizational and operational skills. Will also be responsible for assisting in the development and implementation of a long-range strategic plan and development of the association's capital improvements, including research, preparation of bid specifications, negotiations and contracting for services, and monitoring performance standards. The CAM is expected to be out on the community daily and balance office time accordingly. Solid work history demonstrating the development and implementation of appropriate preventive and remedial maintenance and enhancement programs. Ability to work with the board of directors and owner committees in the maintenance and enforcement of the association's governing documents, rules, and regulations. Must have excellent communication skills, be a people-oriented person, and have strong management skills, including knowledge of legal/collections and Florida statutes. Must be computer literate and competent with Microsoft Word, Excel, Outlook, PowerPoint, and accounting software programs. Ability to work with an 11-member board of directors. Health, dental, vision, and life insurance. Job #11520

Community manager for an association in Tampa. Must have 3–5 years of community association management experience. Will be responsible for on-site management, managing vendors, analyzing financial statements and budgets, managing deed restriction enforcement, managing regular board meetings and annual meetings, and enforcing rules and regulations. Ability to clearly communicate verbally and in writing for presentations, reports, and contract documents. Be responsive to the board and residents and exhibit confidence in making sound recommendations. Job #11787

WEST PALM BEACH:

Community association manager needed for a North Palm Beach condominium. Must be detail oriented with excellent communication and interpersonal skills. Mechanical abilities would be helpful. Computer skills required. Job #11793

Regional manager for a Palm Beach County management company. This position will oversee 5–6 community association managers and has the responsibility for managing two associations. Must have previous supervisory experience. Strong communication skills, 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 #11792

Portfolio manager for Palm Beach County associations for a professional management company for multiple site locations. Must be a team player, well organized with a great personality. Computer experience, including Microsoft Office required, TOPS experience preferred. Job #11680

Portfolio manager for associations in West Palm Beach, mostly homeowners associations. Must be honest, willing to work hard and have good follow-up skills. Portfolio management experience required. Job #10603

Part-time manager for a small Wellington community, 20–25 hours per week. Must be computer literate, organized, detail oriented, and provide professional correspondence. Will supervise the maintenance staff and vendors. Job #11790

Part-time CAM manager for an ocean-front condominium in Jupiter, 16 hours per week. Good organizational skills and knowledge of the community association laws are necessary. A get-the-job-done-right attitude and good references are required. Job #11515

Portfolio manager for Palm Beach County associations for professional management company. Looking for an experienced manager for multiple site locations. Must be a team player, well organized with a great personality. Computer experience required. Job #10751

Portfolio manager for Palm Beach County associations for a professional management company. Looking for an experienced



manager for multiple-site locations. Must be a team player, well organized with a great personality. Computer experience, including Microsoft Office required, TOPS experience preferred. Job #11680

*We are now working to fill 106 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.