

condojobs

Open Jobs

BOCA RATON:

Professional manager for a high-end, oceanfront, high-rise condominium in Boca Raton, immediate opening. Excellent communication and people skills required. Must be intelligent, have excellent managerial and supervisory skills, be detail oriented, and well organized. Must be able to deal with owners in a professional manner. Job #11804

CLEARWATER

Resident management couple for a Gulf of Mexico front condominium with a small town, family-oriented atmosphere in Indian Rocks Beach. Computer, pool, lawn, and rental experience needed. Must be outgoing and present yourself well. One-bedroom apartment and utilities included, no pets permitted. Job #11807

Management team for a small, busy association with a rental program in Madeira Beach. Mechanical aptitude and computer skills are desired assets. Responsibilities include the maintenance of the interior and exterior common areas of the community and some maintenance of the interior of each unit. The rental of the units and all associated services is also a significant responsibility. For the maintenance functions a mechanical aptitude and some exposure to electrical, plumbing, HVAC maintenance, and pool maintenance would be beneficial. For the rental services, administrative skills, computer skills, knowledge of Excel, and a favorable phone presence would be ideal. The successful couple will be very presentable, energetic, self starters who work with limited supervision, have good communication skills, and pleasant and engaging personalities. Salary, 2 bedroom apartment, and utilities. Job #11819

DAYTONA BEACH:

CAM manager for a small, oceanfront association in Daytona Beach Shores. A solid maintenance background is required. Must be able to work independently, see the problem, determine the solution, and

Job Filled!

Michelle Murray recently accepted the position of community association manager with Southshore Falls in Apollo Beach!

From Lisa

Happy New Year! We start off 2013 with 123 open CAM positions in Florida and 385 searching managers. In our 26th year, we continue to provide top notch professional services to the associations, management companies, and CAM managers of our state. There are many ways to communicate with CondoJobs and keep up-to-date on current open positions and news. We have a free cell phone app, our website at **CondoJobs.com**, a Facebook page, a Twitter account, and our wildly popular Friday E-mail Alert. If you are searching for a CAM manager or if you are looking for a new job, you may call me at (561) 791-0426. If you would like to receive the weekly E-mail Alert, you may e-mail me at Lisa@CondoJobs.com.



Lisa Pinder

Will be responsible for the successful day-to-day management of a 200-unit condominium community. This position requires prior on-site management experience, excellent organizational and communication skills, strong multi-tasking abilities, attention to detail, and great customer



service skills. Strong administrative, computer, and office equipment skills including Word, Outlook, Excel, filing, multi-line phone use, copier, scanner, etc. Must have an outgoing, fun, and professional personality. Strong communication skills and the ability to comfortably and articulately communicate with clients and company peers. Job #11703

Part-time CAM manager for a 55+ condominium in Fort Myers, 20 hours per week. Must have at least 5 years of CAM experience and strong people skills. Experience and knowledge in rules and regulations, enforcing rules, filing complaints, annual meetings, and supervising maintenance staff required. Will be responsible for meeting with vendors, dealing with the financial firm, attending board meetings, and a manager's report to the community. Computer skills necessary, including Microsoft Office and Excel. Job #11333

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

Portfolio manager to oversee community associations in Jacksonville. Will provide management, direction, and leadership to ensure the associations are maintained and operated in accordance with company objectives. Should have a solid grasp of working with governing documents, be experienced in managing multiple associations including violation management, project

implement action. The ability to interact with owners, vendors, and board members in a professional manner is required. Salary, 100 percent health insurance, and vacation. Job #11818

FORT LAUDERDALE:

Condominium association manager for a luxury, waterfront high-rise in Fort Lauderdale. Excellent communication, supervisory, interpersonal, financial, and association management skills and knowledge required. Over 5 years of experience desired. Requirements: Sound management, good leadership, and communication skills. Experience with budgets and good financial management skills. Good meeting management and organization skills. Experience in dealing with outside contractors, vendors, and other service providers. 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

FORT MYERS:

Licensed CAM for a luxury condominium community in the greater Fort Myers area.

Featured Job of the Month

Community association manager

for an association in Mount Dora. Must be a motivated individual with at least 3–4 years of association management experience. Requirements:

- Have complete grasp of on-site management protocol.
 - Have an outgoing, positive, get-it-done mentality.
 - Be responsible and reliable.
 - Ability to demonstrate clear planning and organization.
 - Leadership, confidence, communication, and mental strength.
 - Understanding of financial information.
 - TOPS/212 Software knowledge a plus.
- Salary, cell phone allowance, and 100 percent health insurance. Job #11811

management, managing service bids and contractors, and preparing for and conducting association meetings and financial statements. Strong management skills, customer service skills, and supervisory skills are required. Job #11627

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, and follow up and enforce the documents, rules, and regulations. Good financial knowledge required. Job #11761

MIAMI:

CAM supervisor for a Miami management company. Will manage a portfolio of up to 3 associations, supervise a team of 6 CAMs, and supervise a team of 13 maintenance personnel. Requirements: Must be very experienced, 10+ years of CAM experience. Have staffing experience (hire, fire, training, development, etc.) Have operational understanding and be ready to identify and improve the processes and systems currently in place or otherwise lacking. Be a great people person (communications, conflict resolution, etc.). Job #11815

NAPLES:

Professional resident CAM for a high-rise condominium in Bonita Springs. Must have exceptional communication, organizational, and people skills. Thorough construction and mechanical knowledge required. Must be proficient with Excel and Word. Must be familiar with all phases of association and building management. Experience with Lutgert buildings would be a plus. Two-bedroom apartment with



utilities, health insurance, and car allowance, pets ok. Job #11808

ORLANDO:

Part-time manager for a homeowners association in Southeast Orlando, 20 hours per week, prefer 5 days per week, 4 hours per day. Will be responsible for inspections, bookkeeping, posting payments, bids, and contracts. Must be computer literate, QuickBooks and Outlook experience required. Job #11397

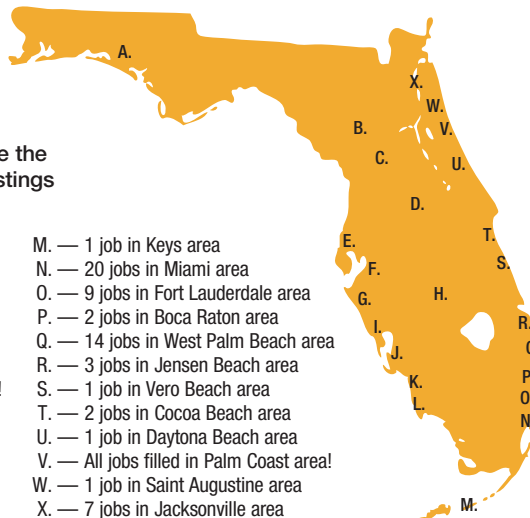
Portfolio manager for 7 associations in Orlando. Must have CAM management experience. Regular inspections of the association's common areas and facilities to monitor their condition and maintenance needs. Assist the association in locating and contracting with maintenance providers and confirm that maintenance providers are insured. Perform regular inspections to assess compliance with association covenants. Communicate with owners regarding violations and follow up on those communications to ensure correction. Schedule, coordinate, and oversee various annual maintenance projects in relation to roads, lighting, landscaping, sidewalks, fountains, pavers, gate, and gatehouse. Salary, mileage reimbursement, cell phone allowance, and 100 percent health insurance. Job #11810

PUNTA GORDA:

Manager needed for a 400+ unit community in the Port Charlotte area. Good management, accounting, and computer skills are necessary. Responsibilities include supervision and management of the office and maintenance staff, processing of financial records and reporting, obtaining bids or estimates from qualified contractors,

Statewide Job Availability

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



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| A. — 2 jobs in Panhandle area | M. — 1 job in Keys area |
| B. — 1 job in Gainesville area | N. — 20 jobs in Miami area |
| C. — 1 job in Ocala area | O. — 9 jobs in Fort Lauderdale area |
| D. — 13 jobs in Orlando area | P. — 2 jobs in Boca Raton area |
| E. — 4 jobs in Clearwater area | Q. — 14 jobs in West Palm Beach area |
| F. — 14 jobs in Tampa area | R. — 3 jobs in Jensen Beach area |
| G. — All jobs filled in Bradenton area! | S. — 1 job in Vero Beach area |
| H. — 1 job in Sebring area | T. — 2 jobs in Cocoa Beach area |
| I. — 5 jobs in Sarasota area | U. — 1 job in Daytona Beach area |
| J. — 1 job in Punta Gorda area | V. — All jobs filled in Palm Coast area! |
| K. — 5 jobs in Fort Myers area | W. — 1 job in Saint Augustine area |
| L. — 2 jobs in Naples area | X. — 7 jobs in Jacksonville area |

Job Filled!

Sheffield Woods in Wellington selected Marvin Rapaport as their new manager!

implementing procedures to protect residents, working with the treasurer to prepare operating budgets, working with legal counsel and accountants, and maintaining good relationships with residents. Real estate license preferred. Job #11805

Featured Job of the Month

Director of Owner Services for a condominium on Sanibel Island. A minimum of five years experience in community association management required. Previous experience with owner contract creation and interpretation required. A minimum of five years experience in hospitality operations management strongly preferred. Will provide support and leadership to the association management staff. Will be responsible for overall management and administration of the rental program, including owner relations, asset management, service agreements, and renewal efforts. Duties Include:

- Communication with owners or management.
- Contracts and agreements.
- Direct and control repairs and maintenance.
- Ensure that service levels are maintained at the highest level.
- Perform regular inspections.
- Review monthly rental income statements to ensure accuracy.
- Schedule repair work when necessary.
- Satisfy owner requests and resolve client issues.
- Assist owners with reservations, housekeeping, accounting, and repairs/replacements.
- Provide leadership to the team.

Requirements:

- Computer knowledge to include proficiency with Microsoft : Word, Excel, Outlook, PowerPoint, and Publisher.
- Professionalism and attention to detail are essential.
- Must be able to communicate with owners verbally and in written correspondence.
- Ability to handle multiple projects and heavy call volume is essential.
- Experience with budgets and profit and loss statements. Job #11809

SARASOTA:

On-site manager for a homeowners association in Sarasota. At least 5 years of community association management experience is required. Qualifications: Proficient in Word, Excel, and TOPS. Proficient in creating association budgets. Know how to read and understand financials. Excellent customer relations skills. Ability to handle conflicts with grace. Familiar with and knowledgeable of Florida association statutes and laws. Non-smoking, drug-free workplace. 401k, medical, and bonus. Job #11817

Portfolio manager for associations in Sarasota County. A minimum of 5 years of experience is required. Must have excellent customer relations skills, team player, and the ability to resolve conflicts with grace and maturity. Must have proficient working knowledge of condominium and homeowners association statutes, familiar with TOPS and comfortable working with Excel, Word, and Outlook. Must be proficient in creating budgets and reading and understanding financials and typing minutes. Non-smoking company, drug-free workplace. Job #11816

VERO BEACH:

Community manager for an oceanfront 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. Job #11743

WEST PALM BEACH:

Full-time, on-site manager for a condominium community in Palm Beach Gardens. Must have a good attitude and maintain positive relationships with the community. Basic understanding of community items such as access gates, pool area equipment, and irrigation equipment required. Requirements: Have knowledge of TOPS software, Outlook, Excel, and Word. Will perform regular inspections of the community and perform follow-up as may be required, including writing letters, e-mails, and making phone calls. Excellent communication skills required, along with strong organizational and follow-up skills. Ability to prioritize and see projects



through to completion. Basic understanding of how to read a financial statement. Schedule board and other meetings as needed, assist with preparation of agenda, and writing up minutes. Hands-on maintenance knowledge. Job #10766

*We are now working to fill 123 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 26 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.