

condojobs

Open Jobs

BOCA RATON:

CAM manager needed for an ocean-front condominium in Boca Raton. Must have knowledge of maintenance issues. Some technical or construction background would be important. Leadership, patience, and the ability to work well with residents is also important. Budget experience and the ability to monitor expenses would be good, along with the ability to enforce rules and regulations. Job #10040

BRADENTON:

Portfolio manager for Bradenton area associations. Must have good skills at working with the board and personnel. Knowledge of building maintenance, budgets, and condominium laws required. Good written communication skills, public speaking skills, and computer knowledge, including e-mail, Word, and Excel, are necessary. Salary, health insurance, cell phone, and mileage reimbursement. Job #11820

CLEARWATER:

Part-time CAM/office manager for a community in Largo, approximately 20 hours per week. Duties include accounts payable, accounts receivable, client service, and general office duties. Requirements: Experience in an office environment. Knowledge and experience with Microsoft Office, Word, and Excel. Strong knowledge of computerized skills essential. Able to multi-task and work independently. Job #11835

FORT LAUDERDALE:

Condominium manager for a Northern Broward County association. At least 3 years of condominium management experience required. Familiarity with mechanical systems and good building maintenance knowledge is important. A solid administrative background, accounting skills, good communication, and supervisory skills are necessary. Must have good computer skills, including Office, Word, Excel, and TOPS. Job #11588

Job Filled!

Ken Freedman recently accepted the position of CAM with Palm Club West Village 1 in West Palm Beach!

From Lisa



We had a great time at CondoFest last month! Participating in the annually held CondoFest tradeshow is a rewarding experience. It allows me to meet face-to-face with the managers I get to work with on a daily basis. Having the opportunity to put a face to the name makes my job much more personal and enjoyable. Continuing with tradition, my three daughters, Jessie, Sarah, and Amy, joined me at CondoFest again this year, passing out magazines and answering questions about the magazine and recruiting service. It was great to meet all of you this year, and we hope to see you at next year's CondoFest!


Lisa Pinder

General manager for an oceanfront resort in Pompano Beach. Will be responsible for providing an environment for residents to enjoy a relaxing and memorable vacation. Must be customer-service oriented, highly organized, skilled in public relations, and knowledgeable of general office operations. Experience in people management necessary. Working shifts require Saturdays and holidays. Job #11460

JACKSONVILLE:

On-site community association manager for a high-rise condominium 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, and facilitate solutions to problems between communities and internal support staff. Strong management skills, customer service skills, and supervisory skills are required. Job #11738

Portfolio manager to oversee community associations in Jacksonville. Will provide management, direction, and leadership to ensure the associations are maintained and operated in accordance

Job Filled!

Lake Clarke Garden in Lake Worth selected Chuck Barone as their new community association manager!

with company objectives. Should have a solid grasp of working with governing documents; be experienced in managing multiple associations including violation management, project 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:

Condominium manager for a high-rise in Jensen Beach. Experience with high-rise management required. Must have good communication and people skills. Computer knowledge, including Excel, is important. Job #11833

Community association manager for a community near Stuart. The ideal candidate will have recent front office experience at a branded hotel, condominium hotel, and/or timeshare resort with superior customer service skills. Experience with housekeeping and/or engineering would be a plus. Salary, health, PTO, and continuing education benefits. Job #11772

MIAMI:

Association manager for a community in Florida City. Must have a good personality and good computer skills. Will run elections, do the budget, deal with owners, violations, and rules enforcement. Prefer bilingual local candidates. Job #11766

Experienced CAM for a bay-front, high-rise condominium in the Brickell area of Miami. A minimum of 3 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

ORLANDO:

Part-time homeowners association manager for a community in Sanford, 16 hours per week, flexible hours. Will inspect and supervise the landscaping and day-to-day operation of the association and write violation letters. Job #11829

Community association manager for a community south of Orlando. The ideal candidate will have experience working as an urban planner, city planner/developer,



governmental position. Spanish/English is a strong preference for this position. Must possess a strong managerial background with 7 years of experience as an on-site manager managing the association or building operations, such as staff and service contracts, resident retention, and resident improvements is preferred. Strong working knowledge of customer service principles and practices. The ability to read, analyze, and interpret technical

Featured Job of the Month

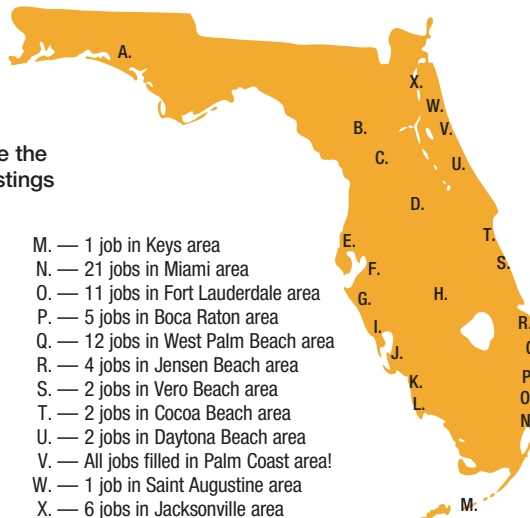
Professional Resident CAM for a luxury, boutique, high-rise oceanfront condominium in Highland Beach. Must have 5–10 years of CAM experience:

- Must be able to deal with owners in a professional manner.
- Must have excellent organizational and managerial skills to supervise staff, daily operations, and building contractors.
- Thorough construction and mechanical knowledge is required.
- Strong routine and preventive maintenance background.
- Must be proficient in current information technology, such as computer literacy and spreadsheet preparation.
- Extensive knowledge of condominium documents, rules and regulations, county codes, permitting procedures, and Florida statutes is required.
- Ensure all financial transactions are executed in an accurate and timely manner and general knowledge of budgeting and accounting principles.

Salary, two-bedroom oceanfront apartment with patio including utilities and health insurance. No pets. Job #10775

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procedures, leases, regulations, or documents with a similar degree of complexity. Responsible for the preparation and management of a \$7 million annual budget. Job #11825

PANHANDLE:

Condominium manager for an association in Panama City Beach. Good management as well as written and oral communication skills are required. Must have good computer skills, including Word, Excel, e-mail, and Internet. In-house rental program with a rental manager, housekeeping is outsourced. Amenities include tennis, shuffleboard, meeting room, and exercise room. Real estate license preferred. Job #11834

Featured Job of the Month

On-site community association manager for a high-rise condominium 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 and facilitate solutions to problems between communities and internal support staff. Strong management skills, customer service skills, and supervisory skills are required. Requirements:

- Project management experience.
- Proactive with the ability to multi-task.
- Must possess a strong managerial background.
- Three years of experience as an on-site manager is preferred.
- Strong working knowledge of customer service principles and practices.
- Ability to read, analyze, and interpret technical procedures, leases, regulations, or documents.
- Strong interpersonal skills.
- Computer literacy: Proficiency and working knowledge of Microsoft Office applications.
- Strong customer service, communication, and interpersonal skills required. Job #11738

SARASOTA:

Part-time manager for an upscale association in the Manatee-Sarasota area, 25-30 hours per week. Requirements: Strong background in facilities management. Good familiarity with the trades: electrical, plumbing, HVAC, pool maintenance, and landscaping. Strong written and verbal communication skills. Strong computer skills, Word and Excel are a must. Courteous to residents. Experience working with a board. Job #11832

TAMPA:

On-site manager for an association in the Tampa area, immediate opening. At least 5+ years of CAM experience required, CMCA requested. The board is very demanding so we need a strong-willed manager. Must be flexible and a great communicator. In-depth knowledge of Florida regulations and rules necessary. Job #11823

On-site community association manager for an association in Tampa. Must have a minimum of 5 years community association management experience. On-site management experience is extremely beneficial. Responsibilities include management of a community association including providing management services to the board of directors and committees, managing vendors, analyzing financial statements and budgets, managing deed restriction enforcement, managing regular board meetings, and annual meetings. CMCA and CAM license required. Salary, health, dental, and vision insurance, 401k. Job #11777

VERO BEACH:

On-site community association manager needed for a 400+ unit condominium association in Vero Beach. Previous professional experience required. Must possess experience with facilities management, employee supervision, budgeting process, and excellent customer service. Good salary and benefits. Job #10261

WEST PALM BEACH:

Portfolio manager for Southern Palm Beach County homeowners associations for a professional management company, immediate opening. Looking for an experienced manager for multiple-site locations. Must be a team player and well organized with a great personality. Computer experience, including



Microsoft Office required, TOPS experience preferred. Salary, mileage, cell phone allowance, full benefits. Job #11680

*We are now working to fill 132 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.