



Open Jobs

BOCA RATON:

CAM manager for an association in Boca Raton. Previous high-rise management experience required. Must have good delegation and supervision skills. Must also have diplomacy and excellent people skills. Good follow-up skills necessary. Job #11841

Part-time portfolio manager for associations in Boca Raton. Must have strong clerical skills and be exceptionally organized. Good computer skills and financial knowledge required. Job #10842

Portfolio manager for around 8 associations from Lake Worth to Pompano, immediate opening. Six are small homeowners associations, 2 are commercial condominiums, 1-2 night meetings per month. Prefer at least 2 years of CAM experience. Must be a self-starter, multi-tasker, organized, and good at dealing with people. Good computer skills required, including Word, Excel, and e-mail. Salary, health insurance allowance, IRA, cell phone, and mileage. Job #11601

Part-time CAM licensed assistant for an association in Boca Raton, 24 hours per week. Must be computer savvy, people friendly, and able to multi-task. Will assist with community inspections, violation letters, and coordinate maintenance. The ability to work well with others is required. Job #11837

BRADENTON:

Portfolio manager for Bradenton area associations. Must have good skills in 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, and cell phone and mileage reimbursement. Job #11820

CLEARWATER:

Part-time CAM/office manager for a community in Largo, approximately 20

Job Filled!

Michael Bronzini recently accepted the position of CAM with Townhouses of Highland Beach in Boca Raton!

From Lisa

Rod Slocum is the manager of Riverwood in Port Charlotte. When searching for a new CAM position, he feels it's important to learn about the community. He says, "A good resource to check is the local newspaper for articles about the community. This helps you get a feel for the culture of the community, who, and what they are. You may even uncover potential problem areas about the community that could influence your decision whether or not to pursue the position."

Some newspapers publish real estate sales data that gives added information and insight into the community. He adds, "Be creative in your search for information. The time and energy you invest enhances your chance for success."



Lisa Pinder

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 computers is essential. Able to multi-task and work independently. Job #11835

FORT LAUDERDALE:

Strong manager for a 55+ condominium in Sunrise. Must be a strong, resourceful problem solver, a self-starter, and have experience with violations and collections. Long-term planning skills, progressive thinking, and self-motivation required. Good knowledge of 718 is important. Job #11589

Association manager for a condominium on the intracoastal in Fort Lauderdale. At least 7-10 years of CAM experience required. Must be well versed in 718 and make sure it is fully enforced. Also must be able to write contracts, have excellent communication skills, work well with people, and supervise the staff. Job #10302

Community association manager for an oceanfront Hollywood Beach condominium. Must have strong knowledge and experience with maintenance supervision and operations and project management. Good work ethic required. Must be detail oriented with excellent communication and people skills. Job #11843



FORT MYERS:

Portfolio manager for associations from Marco Island to Charlotte County. Will be responsible for overseeing all aspects in the smooth operation of the association including the operations and accounting. Prefer 1-3 years of relevant experience, computer knowledge a must. May be required to attend evening and weekend meetings. Job #11848

JACKSONVILLE:

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 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:

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

Job Filled!

Richard Jenssen was hired to manage Valencia Falls in Delray Beach!

MIAMI:

Portfolio manager with 3–5 years experience for associations in Broward and Dade Counties. Must have good computer skills, experience in budget preparation, oversee and maintain accounts, and handle all board related matters. Will also be responsible for some commercial accounts in Texas, Tennessee, Georgia, and Central West Florida for a couple of days each quarter. Salary, health benefits, company cell phone, mileage reimbursement, and 401k. Job #11838

Association manager for a luxury, high-rise condominium in Aventura. Must possess a strong managerial background with at least 3 years of experience as an on-site manager managing the community 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. Ability to read, analyze, and interpret technical procedures, leases, regulations, or documents with a similar degree of complexity. Strong interpersonal skills necessary. Proficiency and working knowledge of

Microsoft Office Applications. Strong customer service, communication and interpersonal skills required. Job #11847

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

NAPLES:

Portfolio manager for 3–5 associations in the Naples area and 1 association in Fort Myers. Looking for an experienced manager for multiple site locations. Must be a team player, well organized with a great personality. Computer experience required. Job #11751

Experienced manager for a 400+ unit association in Naples. Must have strong people and computer skills. Need a team player who will stay in the position for a long time. Salary, 50% health insurance, 401k. Job #11845

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

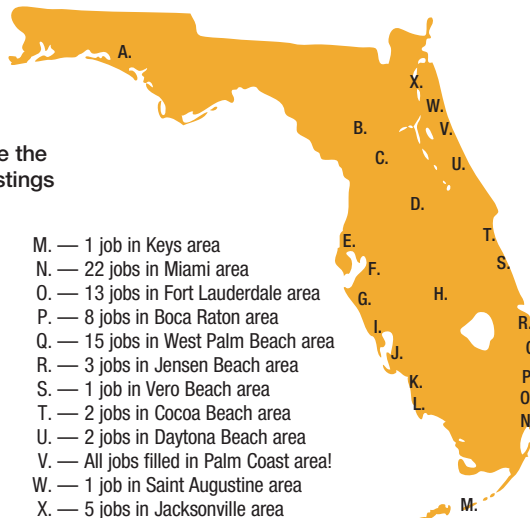


PANHANDLE:

Community association manager needed for Panama City Beach. Will provide management, direction, and leadership to ensure the association is maintained and operated in accordance with company objectives. Responsibilities include working closely with the association 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. Hours are Monday through Friday, 8:00 A.M.–5:00 P.M., will likely be required to work some weekends. Competitive pay and benefits, paid time off, health, dental, vision, life, disability, 401k and more. Must pass drug screening and background check. Job #11846

Statewide Job Availability

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A. — 4 jobs in Panhandle area
B. — 1 job in Gainesville area
C. — 1 job in Ocala area
D. — 11 jobs in Orlando area
E. — 5 jobs in Clearwater area
F. — 12 jobs in Tampa area
G. — 1 job in Bradenton area
H. — 1 job in Sebring area
I. — 3 jobs in Sarasota area
J. — 2 jobs in Punta Gorda area
K. — 4 jobs in Fort Myers area
L. — 3 jobs in Naples area

M. — 1 job in Keys area
N. — 22 jobs in Miami area
O. — 13 jobs in Fort Lauderdale area
P. — 8 jobs in Boca Raton area
Q. — 15 jobs in West Palm Beach area
R. — 3 jobs in Jensen Beach area
S. — 1 job in Vero Beach area
T. — 2 jobs in Cocoa Beach area
U. — 2 jobs in Daytona Beach area
V. — All jobs filled in Palm Coast area!
W. — 1 job in Saint Augustine area
X. — 5 jobs in Jacksonville area

Featured Job of the Month

Association manager for a community in Sunrise. Must be knowledgeable about homeowners association laws and advise the board on a course of action. Will be responsible for enforcement of bylaws and rules and regulations. Requirements:

- Must understand board procedures and meetings using *Robert's Rules of Order*, and encourage respectful discourse at meetings.
- Send notices for budget, elections, and membership meetings in a timely manner.
- Mail assessment notices and handle collection and deposits of funds.
- Manage Architectural Committee findings of violation, send violation letters, and manage collection of fines.
- Prepare reports of bank statements and financial status for the board every month.
- Management to ensure association issues are resolved. Job #11836

Portfolio managers wanted new or experienced, one for Escambia County and one for Santa Rosa County. A training program is available for new CAMs and can offer a portfolio of Class A communities for the experienced manager. VMS management software and a sophisticated management system are used. Experienced managers typically manage 15–18 associations within a 15-mile geography. The managers handle all aspects of management except accounting. Job #11830

Manager needed for a homeowners association in Pensacola. Must know the Florida homeowners association laws and work professionally with the board, residents, vendors, and contracts. Good follow-up skills and landscaping knowledge required. Job #11795

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:

Full-time community association manager needed for a mid-Pinellas County association management company. Prior on-site and/or portfolio experience required. On-site managers will have to go through in-house training on company procedures before transferring to an on-site position. Portfolio managers will work under an established manager, and associations will be turned over when the timing is appropriate. Must be well-versed in knowledge of applicable statutes for condominiums and homeowners associations. Experience with Microsoft Office products, Word, Excel, and Outlook. Training will be provided for management software. Job #11840

Portfolio manager for Tampa area associations. Responsibilities include portfolio management, including managing boards of directors, committees, vendors, analyzing financial statements and budgets, managing deed restriction enforcement, managing regular board meetings and annual meetings. Requirements: Minimum 2–3 years community management experience. Developer portfolio experience is a huge plus. Familiar with construction and maintenance issues. Understanding of financial statements. Ability to motivate, cultivate, and negotiate with committees. Professional verbal and written communication skills. Strong organizational skills. High integrity, honesty, and professionalism. Job #11581

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:

Part-time manager for a well-maintained 55+ homeowners association in Boynton Beach, 3 days per week. At least 4 years of experience required. TOPS knowledge preferred. Nice office, new equipment, and very easy board to work with. Job #10671



Association manager for a small, oceanfront condominium in South Palm Beach. Strong communication, computer, and budget skills required. Must have knowledge of QuickBooks, Microsoft Word, and Excel. Will supervise staff and contractors. Job #10149

*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, FL 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! ■*

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 a complete grasp of on-site management protocol.
- Have an outgoing, positive, get-it-done mentality.
- Have the desire to be stable and carry out the vision of the board in the community.
- Ability to demonstrate clear planning and organization.
- Leadership, confidence, and 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

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.