



Open Jobs

BOCA RATON:

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 on a daily basis. 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. 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

Portfolio manager for 3–4 community associations in Southern Palm Beach County. Must be well spoken, have good communication skills, and technical knowledge, as well as experience with budgets. TOPS knowledge would be helpful. Prefer at least 5 years of Florida CAM experience. Salary, health insurance, call allowance, and cell phone allowance. Job #10945

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:

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

Job Filled!

Martin Abrams recently accepted the position of CAM with Renaissance of Pompano Beach II in Pompano Raton!

From Lisa

Waiting for news after a job interview can be difficult and suspenseful. If you have interviewed for a position and you haven't heard back from the board yet, it doesn't necessarily mean that a hiring decision has been made. Just because they haven't called back yet, doesn't always mean they aren't interested in meeting with you again. Job searches, the hiring process, and hiring decisions are often taking much longer these days. It can be helpful to follow up with a letter or e-mail to indicate your continued interest in the position.



Lisa

Lisa Pinder

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

FORT LAUDERDALE:

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. Maintenance knowledge and experience required. Job #10155

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 condominiums and homeowners associations from Marco Island to Charlotte County. Will be responsible for overseeing all aspects in the smooth operation of the association including the operations, accounting, clerical, and personal contact with the board of directors, owners, and vendors. Prefer 1–3 years of relevant experience, computer knowledge a must. Knowledge of statistics, data collection, analysis, and data presentation. Excellent interpersonal communication and problem-solving skills. Must be able to confidently deal with a wide diversity of people. May be required to attend evening and weekend meetings. Non-smoking and drug-free employer. Health, vision, dental, supplemental insurance, paid time off, and holiday pay. 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:

Association manager for a South Hutchinson Island condominium with less than

Job Filled!

David Furelli was hired to manage Twin Lakes South in Stuart!

100 units. New CAM preferred. Partial medical benefits available. Job #10728

Licensed CAM for a waterfront condominium with a clubhouse, pools, tennis courts, boat docks, and beaches on Hutchinson Island. Must possess and exhibit the ability to interact professionally and respectfully with owners, board of directors, committees, staff members, vendors, and contractors. Excellent communication skills, both verbal and written are required. Must possess the knowledge and ability to supervise the installation, inspection, repairs, and maintenance for electrical, plumbing, structural, and landscaping by staff and contractors. Must possess the ability to perform proper planning and implementation of major projects as well as write work scope and obtain multiple proposals for such projects. Bachelor's degree or equivalent in technical training directly related to community association management and experience required. Job #10894

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

KEYS:

Resident manager or management team for an association in the Central Keys. Responsibilities include supervising, following up, basic accounting, and administering the association's rental program. Must be computer literate with experience with QuickBooks and Excel. Excellent people skills necessary. Salary, 2-bedroom apartment, and utilities. Job #11288

MIAMI:

Experienced community association manager needed for a luxury condominium in Aventura. Must have excellent verbal and written communication skills, a strong financial background, superb leadership and teamwork skills, and computer knowledge. Excellent customer service and organizational skills are imperative. Must be a top rate manager, detail oriented with good financial and budget knowledge. Job #10826

Community association manager for an oceanfront, high-rise condominium in Bal Harbour. At least 5-10 years of CAM experience, excellent people, communication, and computer skills required. The ability to be articulate and speak and write effectively is very important. Prior

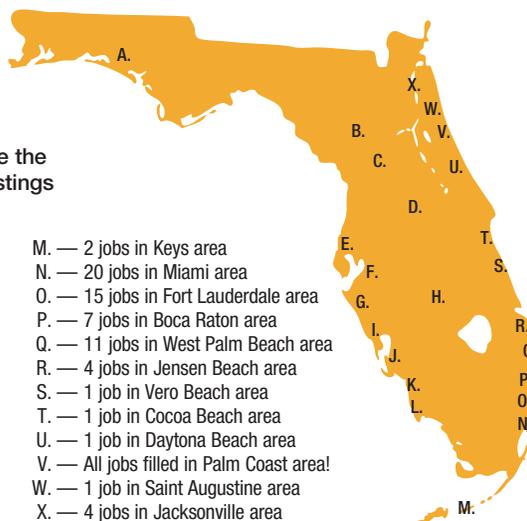


construction experience is necessary. Must be an experienced contract negotiator with proven leadership skills. CPM preferred. Salary, health insurance, life insurance, and 401k. Job #11530

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,

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- F. — 15 jobs in Tampa area
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- H. — 1 job in Sebring area
- I. — 3 jobs in Sarasota area
- J. — 1 job in Punta Gorda area
- K. — 4 jobs in Fort Myers area
- L. — 5 jobs in Naples area

- M. — 2 jobs in Keys area
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- O. — 15 jobs in Fort Lauderdale area
- P. — 7 jobs in Boca Raton area
- Q. — 11 jobs in West Palm Beach area
- R. — 4 jobs in Jensen Beach area
- S. — 1 job in Vero Beach area
- T. — 1 job 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. — 4 jobs in Jacksonville area

Featured Job of the Month

Unique Opportunity for a Unique Individual!

The *Florida Community Association Journal* is expanding its sales force to Southeast Florida and is seeking a licensed CAM with sales experience to complete our staff. Immediate opening for the right candidate! Will you accept the challenge of joining a dynamic, energetic family of services in the position of outside sales? Experience in print media advertising preferred, but will consider other sales experience, especially association membership or convention sales. Salary, commission, etc., and DOE are negotiable.

For additional information, download the job description at www.adpub.com/careers/sales-rep.pdf, or call Jim McMurry at (800) 443-3433.

communication, and interpersonal skills required. Job #11847

NAPLES:

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-percent health insurance, and 401k. Job #11845

ORLANDO:

Portfolio manager for Orlando area associations. TOPS experience necessary. Approximately 12 associations. Job #10417

Licensed CAM for an association in Winter Garden. Will provide leadership and direction to effectively manage relationships to ensure a high level of service and achievement of goals and objectives. Requirements: Develop an accurate annual budget. Ensure improvement and construction related projects are completed on time. Communicate in a professional demeanor under all circumstances.

Featured Job of the Month

On-site manager for a high-rise condominium in Fort Myers. 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:

- Must possess a strong managerial background, including high-rise management experience.
- At least 5 years of experience as an on-site manager is preferred.
- Ability to read, analyze, and interpret technical procedures, leases, regulations, or documents.
- Strong computer skills, including Microsoft Office applications.
- Strong customer service, communication, and interpersonal skills required. Job #11685

Create a management report that depicts the actual condition of the building, progress of specific projects, and makes clear and concise recommendations. Keep up-to-date equipment maintenance logs. Job #11849

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, supervisory skills, and customer service skills are required. Will likely be required to work some weekends. Drug screening and background check. Job #11846

SARASOTA:

Association manager for a 400+ unit condominium in North Sarasota. Must be a strong manager and a problem solver with previous CAM experience. Excellent knowledge of Florida laws and the association's bylaws is required. Must have financial knowledge and experience. Maintenance knowledge necessary. Excellent communication skills required. Job #10530

TAMPA:

Assistant community association manager for Tampa. Will assist the association manager with researching resident requests and securing locations and dates for meetings. Responsibilities: deed restriction letters, contract renewals, meeting notice preparation, attendance at meetings, prepare minutes, new board member packets, maintenance of corporate records, committee coordination, and filing. Job #11851

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

*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, 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! ■*

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.