



Open Jobs

BOCA RATON

On-site homeowners association manager for a large association in South Palm Beach County. Must have good management knowledge and people skills. At least 5 years of homeowners association management experience required. Knowledge of TOPS, Word, and Excel necessary. Job #11596

Association manager for a luxury condominium in Boca Raton. Must have a minimum of 3 years of experience as an on-site manager, overseeing day-to-day operations of a large, multiple-unit community, including supervising security, building management, office, and cleaning staff. Experienced in reviewing service contracts and resident improvements. The ability to read, analyze, and interpret technical and mechanical procedures, such as bids for services and equipment, regulations, and condominium law. Computer literacy, including proficiency and working knowledge of Microsoft Office applications, familiar with QuickBooks, and financial controls. Strong working knowledge of customer service, excellent communication and interpersonal skills, and strong managerial background is required. Will work closely with the board of directors. Job #11210

Association manager for a high-rise condominium in Boca Raton. Must have a minimum of 3 years of experience as an on-site manager, overseeing day-to-day operations of a large, multiple-unit community, including supervising security, building management, office, and cleaning staff. Experienced in reviewing service contracts and resident improvements. The ability to read, analyze, and interpret technical and mechanical procedures, such as bids for services and equipment, regulations, and condominium law. Computer literacy, including proficiency and working knowledge of Microsoft Office applications, familiar with QuickBooks, and financial controls. Strong working knowledge of customer service, excellent communication and interpersonal skills, and strong managerial background is required. Will work closely with the board of directors. Job #11210

Condominium manager for a small association in Highland Beach. Will be responsible for the bookkeeping, banking, financial reports, and supervising the maintenance workers. QuickBooks knowledge and experience required. Job #11856

BRADENTON

Portfolio manager for Bradenton area associations. Must have good skills at working with the board and personnel.

Job Filled!

Harold White recently accepted the position of CAM with Dunwoody Commons in Sanford!

From Lisa

Many board members and managers believe that an employment contract is important to clearly describe the relationship between the manager and the association. The contract can include expectations, priorities, and responsibilities for both parties. It should include information such as compensation, benefits, hours, duties, and responsibilities. The contract can also include provisions of termination of the contract for both sides. Board members and managers report that sometimes employment contracts are not provided until after the 90-day probationary period has been successfully completed. In these cases, a letter of intent or an offer letter is a good idea.



Lisa

Lisa Pinder

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

COCOA BEACH

Resident couple or resident manager for a beachfront condominium in Cocoa Beach. Strong knowledge of building operations as well as maintenance and mechanical abilities required. Good personality required. Must have excellent people skills and be highly organized. The ability to communicate well with residents and the board is essential. Must be computer literate. Salary, commission on rentals, and an apartment. Job #11831

FORT LAUDERDALE

Manager for a luxury, oceanfront association in Hollywood. Must have at least 5 years of community association management experience. Requirements: Ability to multi-task with multiple board and owners demands. A good

understanding of Florida statutes and administrative codes. Solid working knowledge of finances, accounting, and budgets. Prior experience in directing staff members. Professional presentation and communication. Job #10619



Condominium manager for upscale, oceanfront association in Fort Lauderdale. Must have a minimum of 5 years of community association management experience and excellent mechanical skills and knowledge. The ability to work independently is necessary. Bookkeeping knowledge is important, QuickBooks experience helpful. Job #10956

FORT MYERS

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. Job #11685

JACKSONVILLE

Portfolio manager for associations in Saint Johns, Duval, and Clay Counties. At least 3 years of homeowners association and condominium experience required. Must be results oriented and implement the directives of the boards and provide administrative services for the maintenance and operations of the communities. Competitive salary, a comprehensive health care benefit package, 401k, vacation, and paid holidays. Job #11865

JENSEN BEACH

CAM manager needed in Stuart for a 500+ units 55 and over community. Must be experienced, strong, and

Job Filled!

John D'Alessio was hired by Elite Management Group in Fort Lauderdale!

knowledgeable. A good personality and people skills are very important. Good computer and financial skills are required. Maintenance and technical knowledge for projects would be helpful. Job #10359

On-site manager for an association in Palm City, 35 hours per week. Must have at least 3 years of CAM experience. Salary, health insurance contribution, cell phone, and gas allowance. Job #11744

MIAMI

Bilingual manager for a large, oceanfront Miami Beach condominium. Must be energetic and dedicated. Will be responsible for all aspects of association management. A minimum of 5 years of experience is required. Requirements: Bilingual (English and Spanish). Computer literate, MS Office, TOPS, and access control. Project management experience helpful. Job #11870

Bilingual manager for an oceanfront, high-rise condominium in North Dade County. The ideal candidate will have at least 5 years of high-rise experience and a proven track record, showing that they

can manage a complex environment. A thorough knowledge of all aspects of community association management. People skills, to successfully interact with unit owners, manage a diverse staff, and support the board of directors. The ability to effectively stay on schedule with construction projects, and manage contractors, vendors, suppliers, and inspectors. Good judgment and practice in enforcing rules and regulations. Bilingual English/Spanish required. Job #11864

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

ORLANDO

Strong manager needed for a 55+ manufactured home community with beautiful grounds in Winter Springs. Must be familiar with Florida Statutes 719 and 723. Job #11861

Community association manager for an Orlando association. Will provide on-site management services to the board of directors and committees, managing vendors, analyzing financial statements and budgets, managing deed restriction enforcement, and managing regular board meetings and annual meetings.



Minimum 2–3 years community association management experience. Ability to motivate, cultivate, and negotiate with committees. Professional verbal and written communication skills. Strong computer skills: Word, spreadsheets, and database applications. Strong organizational and time management skills. High integrity, honesty, and professionalism. Exceptionally strong customer service orientation. Hotel, resort, timeshare experience is a plus. Job #11629

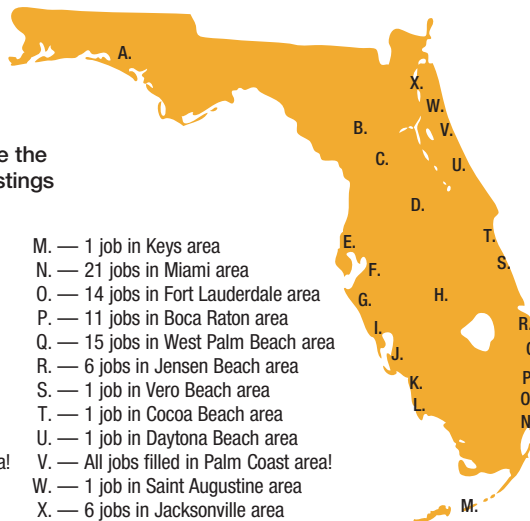
Featured Job of the Month

Community manager for a 500+ unit homeowners association in the West Palm Beach area. This position involves the management of the community through site inspections for homeowner violations as well as vendor quality of work and scheduling maintenance/repairs, budget guidance and preparation, preparing for and attending board meetings, interacting and working with accounting, observing and working with third-party vendors such as landscapers, ensuring community compliance with all governing laws, preparing and sending out required as well as requested mailings, preparing meeting agendas, overseeing and guidance of maintenance techs, inputting data into computer software, produce work orders from computer system, produce monthly violation and word order reports, answering homeowner questions via phone and e-mail, as well as all aspects of ensuring homeowners and board members are 100 percent satisfied. Must be bondable. Must submit to a drug test and pass a criminal background check and credit check. Job #10097

Statewide Job Availability

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

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| A. — 4 jobs in Panhandle area | M. — 1 job in Keys area |
| B. — 1 job in Gainesville area | N. — 21 jobs in Miami area |
| C. — 1 job in Ocala area | O. — 14 jobs in Fort Lauderdale area |
| D. — 11 jobs in Orlando area | P. — 11 jobs in Boca Raton area |
| E. — 5 jobs in Clearwater area | Q. — 15 jobs in West Palm Beach area |
| F. — 18 jobs in Tampa area | R. — 6 jobs in Jensen Beach area |
| G. — 1 job in Bradenton area | S. — 1 job in Vero Beach area |
| H. — 2 jobs in Sebring area | T. — 1 job in Cocoa Beach area |
| I. — 3 jobs in Sarasota area | U. — 1 job in Daytona Beach area |
| J. — All jobs filled in Punta Gorda area! | V. — All jobs filled in Palm Coast area! |
| K. — 4 jobs in Fort Myers area | W. — 1 job in Saint Augustine area |
| L. — 5 jobs in Naples area | X. — 6 jobs in Jacksonville area |



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, 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

Community manager for an association north of Tarpon Springs. Excellent communication skills, multi-tasking, and customer service required. Must have general knowledge of all maintenance issues. TOPS experience preferred. Job #11862

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

Condominium manager for a first-class condominium in Palm Beach. Must have good knowledge of condominium law and at least 10 years of experience. Responsibilities include managing the physical assets and directing the maintenance and security staff. Excellent interpersonal skills and employment records are required. Job #10832

Experienced CAM manager for a 300+ unit condominium in West Palm Beach. Must be strong in continual maintenance, regulations, and condominium laws. Job #11760

Condominium manager for an upscale, oceanfront association in the Boynton



Beach area. In-depth background in condominium management and operations necessary. Good mechanical knowledge and strong management and interpersonal skills required. Must be computer literate with financial and bookkeeping capabilities. Job #11860

*We are now working to fill 141 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! ■*

Featured Job of the Month

Community association manager

for a large, gated master planned community in Tampa, to be employed directly by the community. Duties will include supervising personnel, managing vendors and contractors, analyzing financial statements with accounting oversight, developing and managing budgets, pursuing collection of delinquent accounts, managing cash flow, enforcing deed restriction covenants, overseeing architectural and fining review committees, and supporting the board of directors.

Skill requirements include the ability to communicate well (both written and verbal) for presentations, reports, and contract documents, with strong computer skills as well as strong leadership, negotiating, organizational, and time-management skills. Must also have a high comprehension level of homeowners association and corporate laws affecting homeowners associations. Integrity, honesty, ethics, and professionalism will be highly valued.

The ideal candidate will have prior homeowners association experience and/or a BA in Business Management or Accounting with a minimum of 5 years work experience. CMCA and AMS or higher designations from Community Associations Institute is preferred, but not required. A minimum of four references is required. Job #11868

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.