



Open Jobs

BOCA RATON:

Hands-on, resident manager or management team for a small, oceanfront condominium in Delray Beach. Responsibilities include: checking apartments, mowing the lawn, maintaining the pool, sweeping the carport and hallways, minor repairs, touch-up painting, cleaning the windows on the lobby level, keeping the lobby and elevator clean, and taking owners to and from the airport. Must be neat and ambitious. Must be patient with owners. Tolerance and patience are important. No smoking, no pets. Will also consider local, live-off manager(s). Job #11916

CLEARWATER:

Strong portfolio manager needed for associations in the New Port Richey area. Developer experience would be beneficial. Job #11905

DAYTONA BEACH:

Resident management couple or resident manager for a beautiful, sprawling condominium in Ormond Beach. Seeking a proactive, detailed-oriented professional with strong leadership skills to manage, motivate, and run an on-site team. Excellent people skills to interact with residents, staff, and interface with the board of directors. Attendance at board and committee meetings and assistance with preparation of annual budget required. Must excel in working within the community, knowledge of Florida condominium laws and rules enforcement experience, monitoring regular and special assessments, securing and evaluating vendor bids and contracts for products and services, overseeing capital projects, overseeing grounds maintenance, and supervising vendors while working on site. Computer proficiency in Microsoft Office and QuickBooks a must. Previous experience a plus. Will also consider live-off couples or singles. Job #10255

FORT LAUDERDALE:

Assistant manager for a large, luxury, oceanfront association in Fort Lauderdale. Must have previous experience in a large, high-rise association. A strong background

Job Filled!

Ann Mosier recently accepted the position of community association manager with El Presidente in Sarasota!

From Lisa

Reference checks are usually completed near the end of the interview process. Many boards extend a job offer to the manager with the condition of a satisfactory background check and references. At least three former employers should be contacted. When you talk to the former employers, you can ask for specific examples that demonstrate management style. You can also ask about strengths and weaknesses, why they left the job, and the way they worked with the board, staff, and residents. Based on their prior work experience, references can be used to determine how this manager will work with you.



Lisa Pinder

in finance and knowledge of construction and engineering required. Requirements: competency in computer skills. Be capable of giving direction, motivate people, and determine performance standards. Ability to hire, train, discipline, and terminate employees. Capable of developing and implementing disaster preparedness procedures and emergency plans. Determine maintenance and service specifications. Analyze and negotiate bids. Plan and schedule maintenance. Handle emergency repairs. Implement a preventive maintenance program. Knowledge of landscape maintenance, janitorial, and housekeeping. Ability to diagnose interior maintenance problems. Handle complaints objectively, professionally, and consistently. Job #10941

JACKSONVILLE:

Portfolio manager for South Jacksonville associations, immediate opening. Must have community association management experience, prefer portfolio experience. Competitive pay, health benefits, paid time off, mileage reimbursement, company cell phone, and iPad. Job #11900

KEYS:

CAM manager for a Key West association. Experience with QuickBooks, Windows, and Excel required. Must have experience with bookkeeping and payroll.

Good personal and people skills are important. Will solve problems and correspond with owners, renters, vendors, and rental agents. Will also enforce the rules and regulations. Job #10939

MIAMI:

Part-time manager for a small condominium in the North Miami Beach area, 20 hours per week, 4 hours per day, 9:00 A.M.–1:00 P.M. Must be well qualified with a minimum of 5 years of CAM experience as an on-site manager. Must be a hands-on, roll-up-your-sleeves type. Responsible for overseeing day-to-day operations: management of staff, enforcement of rules and regulations, and management of the association-owned units that are under rental agreements. Must have experience in building management and maintenance and planning/supervising larger renovation projects. Experience in preparing an association for a 40-year building inspection a big plus. Excellent communication and interpersonal skills required. Needs to be able to work closely with the board of directors. Job #11903

ORLANDO:

Part-time manager for an Orlando area community, 30 hours per week. Must have QuickBooks, Word, and Excel proficiency, be very intelligent and organized, and must know statutes and documents to succeed. Must be precise and accurate with good people skills to be able to communicate well with owners and board. Will attend board meetings and take minutes (quarterly). Must document all communications. Job #11181

PANHANDLE:

Manager for Gulf-front, Panama City Beach association. Will need to be versed in all facets of CAM management including running day-to-day operations of the association (there is already a full-service, rental company on site that is not part of this position), communication with owners, billing, accounting, contract negotiation, and review of vendors complemented by a very active board. The ideal candidate is a CAM who wants to work directly for the unit owners and has at least 5 years of experience running a condominium. Will be in charge of all facets of the association and would have authority coupled with responsibility to represent the unit owner's best interests. Job #11236

SARASOTA:

Experienced, licensed CAM for a condominium on Siesta Key. Should possess

Featured Job of the Month

Bilingual manager to manage a 200+ unit condominium in Aventura. Must have previous community association management experience. Requirements:

- High proficiency with computer software, including TOPS, Microsoft Word, Excel, and Outlook.
- Team player, reliable, and organized.
- Professional, energetic, and positive.
- Superb customer service skills.
- Excellent verbal and written communication skills.
- Excellent leadership, be proactive, and have great motivational skills.
- Conduct daily community walks and monthly site reports.

Salary, health insurance (medical, dental, and vision), paid time off, paid holidays, and 401(k) program. Job #11917

the ability to interact professionally with owners, board of directors, committees, staff members, vendors, and contractors. Should have the ability to manage a staff to supervise and inspect the installation of repairs, maintenance, electrical, plumbing, and structural. Computer skills required and must have knowledge of computerized accounting systems. Must have the ability to manage an in-house rental and

sales program. Real estate license preferred. Position is salaried with medical insurance, life insurance, holidays, and vacation. Job #11880

TAMPA:

Full-time, condominium manager for an association on Bayshore Boulevard in Tampa. Requires good management, supervision, scheduling, maintenance knowledge, and financial skills. Must be computer literate. Will supervise the maintenance staff, do the newsletter, payroll, tax returns, and prepare the annual budget. Job #10850

WEST PALM BEACH:

General manager for a large homeowners association in Boynton Beach. Must have budgeting and maintenance experience and knowledge. Will be responsible for all common areas of the community. Job #11170

*We are now working to fill 172 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)

Job Filled!

German Morales was hired by Clearlake Club in West Palm Beach!

791-0934; E-mail: Lisa@CondoJobs.com; Website: **CondoJobs.com**; Connect with CondoJobs on Facebook! Follow CondoJobs on Twitter! ■

Featured Job of the Month

CAM for a homeowners association of 600 homes in Boynton Beach. Will provide management, direction, and leadership to ensure the community is maintained and operated in accordance with the community's objectives. Facilitate solutions to problems between the community and internal support staff. Strong management skills, customer service skills, and supervisory skills are required. The ability to read, analyze, and interpret technical procedures, leases, regulations, or documents with a similar degree of complexity. Strong interpersonal skills required. Job requirements:

- Understand the HOA FS 720 statutes.
- Have knowledge of TOPS software, Outlook, Excel, and Word.
- Will perform regular inspections of the community and perform follow-up.
- Supervision and direction for two maintenance personnel.
- Assist with bidding of services for the community.
- Supervision and follow-up with vendors and vendor performance.
- Excellent communication skills required, along with strong organizational and follow-up skills.
- Schedule board and other meetings as needed, and assist with preparation of agenda and writing up minutes.
- Hands-on maintenance knowledge.
- On call 24 hours a day, 7 days a week for emergencies.
- Ensure common areas and facilities are well maintained.
- Prepare a preliminary annual budget for the association and submit to the treasurer of the board. Job #11907

Statewide Job Availability

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



- A. — 6 jobs in Panhandle area
- B. — 2 jobs in Gainesville area
- C. — 1 job in Ocala area
- D. — 16 jobs in Orlando area
- E. — 6 jobs in Clearwater area
- F. — 19 jobs in Tampa area
- G. — 1 job in Bradenton area
- H. — 2 jobs in Sebring area
- I. — 3 jobs in Sarasota area
- J. — All jobs filled in Punta Gorda area!
- K. — 3 jobs in Fort Myers area
- L. — 4 jobs in Naples area

- M. — 2 jobs in Keys area
- N. — 24 jobs in Miami area
- O. — 17 jobs in Fort Lauderdale area
- P. — 11 jobs in Boca Raton area
- Q. — 22 jobs in West Palm Beach area
- R. — 1 job in Jensen Beach area
- S. — 1 job in Vero Beach area
- T. — 1 job in Cocoa Beach area
- U. — 3 jobs in Daytona Beach area
- V. — All jobs filled in Palm Coast area!
- W. — 1 job in Saint Augustine area
- X. — 11 jobs in Jacksonville area