



Open Jobs

BOCA RATON

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 the day-to-day operations of a large, multiple-unit community, including supervising security, building management, and 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, must be familiar with QuickBooks and financial controls. Strong working knowledge of customer service, excellent communication and interpersonal skills, and strong managerial background is required. Job #11210

From Lisa

Many boards request a background check prior to making a final hiring decision to select the manager best suited for their position, to evaluate the manager's qualifications and experience, and to identify any possible hiring risks. The results usually include education and employment verification, credit information, motor vehicle history, and criminal history. The background check requires the manager's written authorization and consent. It can be done through a reputable firm, and the results are often available within 24 hours or less.



Lisa Pinder

health insurance, and cell phone.
Job #11935

FORT LAUDERDALE

Hands-on working manager for a small, oceanfront association in Hillsboro Beach. The position involves managing, budgeting, contract negotiation, dealing with the board and owners, as well as hands-on maintenance of small jobs. Job #11930

GAINESVILLE

Portfolio manager for homeowners associations and condominiums located in the Gainesville/Alachua County area. Salary, mileage reimbursement, health insurance, cell phone credit, education credits, and paid time off. A reimbursement for moving expenses is negotiable. Job #11194

JACKSONVILLE

Experienced portfolio manager for Jacksonville. Must be a results-oriented individual with at least 3 years of homeowners association and condominium experience. Will implement the directives of condominium and homeowners association boards and provide administrative services for the maintenance and operations of the community. Bachelor's degree preferred. Strong work ethic, excellent interpersonal skills, and the ability to effectively prioritize, manage,

Job Filled!

William Lipske recently accepted the position of community association manager with Irvington Gardens in Hallandale Beach!

BRADENTON

Portfolio manager needed for associations in the Bradenton area. Must have strong management, supervisory, and customer service skills. Must be a well-organized team player with good computer experience. Salary,



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Job Filled!

Jeff Short was hired by La Bonne Vie in Palm Beach!

and achieve results while handling multiple issues and projects. Excellent presentation skills with a service focus, solid business skills, and a positive, can-do attitude are essential. Proven experience managing multiple association budgets, project management, service and contractor bids, and conducting association meetings. Competitive pay, a comprehensive healthcare benefit package, 401k, vacation, and paid holidays. Job #10534

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

Bilingual homeowners association manager for all common area facilities, including pools and tennis courts, in a luxury, gated community in Miami. The manager will also maintain a small, common area building with rented space, ensuring that rents are collected and tenants comply with their leases. The manager supervises the management office and departments of security, landscaping, and maintenance employing

30+ employees. Will be responsible for budgeting, compliance with homeowners association laws and documents, executing policies of the board, and reporting to the board. Must have some knowledge of landscaping, security protocols, road maintenance, solid waste disposal, and pool and tennis court maintenance. Good speaking, reading, and writing skills in both English and Spanish are required, as a significant percentage of owners, residents, and staff are primarily Spanish speaking. Job #10269

NAPLES

Portfolio manager for associations in the greater Naples area. Must be a results-driven, customer service oriented, Florida Licensed CAM. Because of growth, a new portfolio manager is needed to take over communities that are currently managed by the company owners. The average portfolio manager's portfolio size is 12 communities, with the backing of administrative support for accounts payable, accounts receivable, new lease and sales application processing, and an assistant to help manage the day-to-day customer contact. Requirements: At least 3 years of verifiable CAM experience. Excellent customer service skills with a focus on customer satisfaction. Strong verbal and written communication skills. Demonstrate computer skills including Word, Excel, and Outlook. TOPS experience is a plus. Basic financial and accounting skills with budget development experience. Competitive salary, medical reimbursement, bonus potential, IRS max mileage reimbursement, paid holidays, laptop, smartphone, paid vacation days and personal days, and a professional, fun work environment. Job #11624

Featured Job of the Month

Experienced, large-association manager for a homeowners association in Boynton Beach (600+ homes). Must have a minimum of 4-5 years of large homeowners association experience and strong construction experience. Must have great customer service and computer skills. Requirements:

- Supervise hiring of employees and selection of vendor staffing.
- Assist in preparation of reports and insurance claims for damages to association property.
- Assist in preparation of monthly financial reports.
- Provide monthly management report to board of directors with recommendations.
- Assist in preparation of the annual budget.
- Assist in monitoring compliance with rules and regulations.
- Solicit bids for maintenance and construction projects and participate in selection of contractors and vendors.
- Inspect and ensure repair and maintenance of equipment and building components and reviews invoices to confirm work completion and contract compliance. Job #11885



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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

PANHANDLE

General manager needed for a large, beachfront condominium in Panama City Beach. Must possess strong management abilities and organizational skills. Must be able to prioritize and plan ahead, exhibit interpersonal and supervisory skills, be knowledgeable on a computer (including QuickBooks, MS office, Excel, and Word), and show writing and oral communication skills. At least 3 years of managerial experience and 2 years of college are required. Must have comprehensive knowledge of condominium operations, facility maintenance, finances, condominium law and procedures, and be able to work well under pressure. Job #10272

Featured Job of the Month

Assistant manager for a large, luxury oceanfront association in Fort Lauderdale. Must have previous experience in a large, high-rise association. A strong background in finance and knowledge of construction and engineering required. Requirements:

- Capable of giving direction, motivate people, and determine performance standards.
- 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.
- Knowledge of rule enforcement methods. Job #10941

Job Filled!

Coastal Towers in Miami selected **Jorge Santos** as their new community association manager!

SARASOTA

Manager for a developer-controlled homeowners association in Venice. Must have strong, supervisory skills, and be a self-starter with outstanding communication skills. Will be responsible for all aspects of office management and oversight of employees as well as day-to-day operations of the association. Salary, health insurance, and cell phone. Job #11936

TAMPA

Condominium manager for an association in Saint Petersburg Beach. At least 3 years of CAM experience required. Will oversee daily operations of the staff and association and resolve issues with residents. Must have good supervisory and personnel skills, knowledge of 718, and accounting skills. Good computer skills necessary, including Word, Excel, and PowerPoint. TOPS experience a plus. Job #11655

WEST PALM BEACH

Strong condominium manager for an oceanfront association on Singer Island. Must have knowledge of accounting, banking procedures, and QuickBooks. Will oversee maintenance staff, direct office staff, and enforce the documents. Salary, health insurance, and vacation. Job #11016

We are now working to fill 128 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.

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