

# condojobs

## Open Jobs

### **BOCA RATON:**

**Association manager** for a community in Boca Raton. Must be diplomatic with excellent people skills and follow-up skills. High-rise experience and good supervision and delegation skills required. Experience with the mechanics of buildings is required. Job #11500

### **CLEARWATER:**

**Association manager** for a large community in Palm Harbor. At least 2 years community association management experience necessary. Must have experience with TOPS software. Job #11580

**CAM manager** for an active over 55 community in Palm Harbor. Strong leadership and people skills are essential. Must have at least five years of recent full-time on-site management experience. Duties include: supervising staff of 20-25, overseeing the maintenance of common buildings and grounds, golf course, swimming pools, tennis courts, and lakefront dock facilities; negotiating vendor contracts; directing homeowner services; assisting in the preparation and administration of the budget; advising the board; and carrying out policies. Job #10528.

## Job Filled!

**Daniel Syrlík recently accepted the position of community association manager with High Point West #2 in Delray Beach**

### **DAYTONA BEACH:**

**Resident management couple or resident manager** for an oceanfront condominium in New Smyrna Beach. Requirements include working with the board; maintenance; administration and project management experience; knowledge of landscape, pool maintenance, air conditioning, plumbing, and irrigation; strong people skills; take-charge approach; highly motivated; well organized; and enthusiastic. Proficiency in Microsoft Word, Excel, Access, Quicken, e-mail, and the Internet. Management of website, budget, financials, and supervising staff required. Combined duties of manager and real estate/rental manager. Licensed and experienced CAM manager. Salary, 2-bedroom, 2-bathroom apartment, and utilities. Job #11573

## From Lisa

Many managers and board members feel that a written employment contract is important to specifically define the relationship between the association and manager and to serve as the basis of communication between them as they fulfill their responsibilities in the operation of the association. An employment contract is an agreement that states the terms of employment, such as the compensation, benefits, hours, duties, and responsibilities. It may also include provisions for termination of the contract by either party. Managers report that sometimes contracts are not provided until after the 90 day probationary period. In these cases, a letter of intent or an offer letter may be beneficial.



Lisa Pinder

### **FORT LAUDERDALE:**

**Association manager** for a senior condominium in Sunrise. Must be a strong, resourceful problem solver and experienced with collections. Long-term planning skills, progressive thinking, and self-motivation required. Job #11589

**Condominium manager** for a 200-unit association in Pompano Beach. Must have a minimum of 3 years of experience in a similar position, computer literacy, building maintenance knowledge, basic accounting skills, good communication and supervisory skills. Multilingual skills are desirable. Job #11588

**Association manager** for a 200-unit condominium in Hollywood. Responsibilities include supervising the maintenance of the building and grounds, supervising all projects, managing the bookkeeping, accounts receivable, accounts payable, reports, collections, delinquencies, legal, proposals, vendors, budget, and association meetings. Upcoming projects include concrete restoration and exterior painting. Job #11584

**Experienced CAM** for luxury high-rise in Hollywood. At least 3-5 years of luxury high-rise experience required. Job #11438

### **FORT MYERS:**

**General manager** for a condominium on Sanibel Island. Minimum of five years condominium management experience required. Additional CAI designations a plus. The person holding this position will handle all aspects of running a business, except that the association does not handle rentals or sales. Qualifications required include outstanding communication and people skills; and financial experience,



including budgeting and payroll. Proficiency in Word, Excel, Publisher, QuickBooks, and website software. Project management experience. Knowledge of association insurance, and familiarity with Florida statutes. Excellent benefits and salary commensurate with experience. Job #11577

### **JACKSONVILLE:**

**CAM** for a community in Ponte Vedra. Must be well qualified, with at least 2-3 years of experience, and a strong communicator with a proactive management style. Strong Florida statute knowledge required. Experience working with transitional boards, meetings, covenant enforcement, site inspections, and budget preparation required. Job #11498

### **JENSEN BEACH**

**Full-time CAM** for a gated community in Stuart. Must be courteous but firm, mechanically inclined, with excellent communication skills. At least 5 years of community association experience required. Job #11592

**Experienced manager** with strong leadership abilities for beautiful Jupiter association. Good maintenance background knowledge, high level of computer literacy,

## Job Filled!

**Sandarac II in Fort Myers Beach has hired Bill Elia as their manager**

financial experience, and excellent communication skills are necessary. Must be organized and have experience with managing a 200+ unit condominium. QuickBooks experience and college degree preferred. Job #11463

**MIAMI:**

**Experienced on-site CAM manager** for a high-rise condominium in Miami Beach. Candidate must have at least 2 years experience as a community association manager. Must be bilingual, English and Spanish. Must have good communication, management, and writing skills and demonstrate strong leadership and supervisory skills and the ability to be proactive. Job #11445

**Strong manager** for a large condominium in North Miami. Previous management experience, excellent communication, and computer skills required. The ability to be articulate and speak and write effectively is very important. Experience with older, enclosed, high-rise buildings would be helpful. Upcoming projects include concrete restoration, air conditioning, and electrical projects. Job #10743

**NAPLES:**

**Resident management couple** for a condominium in Bonita Springs. Will also consider individual resident managers as well as local, live-off managers. Must be self-motivated with excellent people skills and financial abilities. Experience with maintenance, landscaping, computers, budgets, and receivables required. Will be responsible



for handling disputes, resolving problems, contractor oversight, and staff supervision. One-bedroom apartment available. Job #10107

**ORLANDO:**

**Association manager** for 300-unit community in Orlando. Excellent bookkeeping skills required. Experience with Sassy Software helpful. Must have at least 5 years of community association management experience. Job #11468

**Seasoned CAM** for a 55+ homeowners association in Orlando. Must have experience with large luxury associations. Strong operation and hospitality background helpful. Job #11447

**PANHANDLE:**

**Strong manager** to take charge of a Panama City Beach association. Will direct the employees and rental program, make good decisions, handle personnel, and oversee construction projects. Excellent financial management and physical plant experience necessary. Job #11225

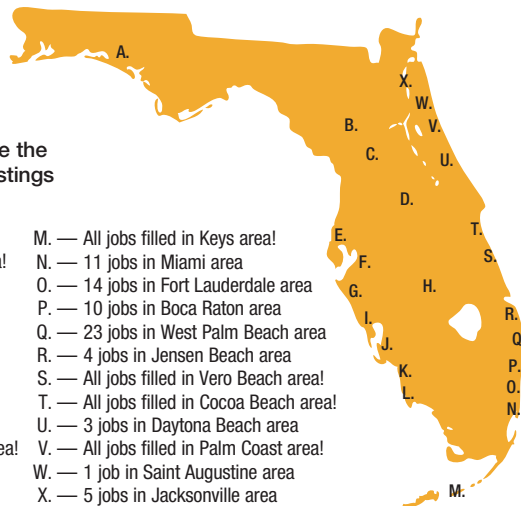
**Experienced CAM** for a Panama City Beach resort. Must understand QuickBooks and budgeting with good personal skills to work with owners and employees. Will supervise and evaluate employees. Prefer 3 years experience as a CAM. Job #11555

**Featured Job of the Month**

**Senior manager** for a beautiful Boynton Beach homeowners association. Will be responsible for the day-to-day operations of the community, including the common areas and buildings. Will maintain a positive working relationship with all personnel, including the board members, committees, organizations, staff, and residents, as well as contractors and vendors. Strong communication, both verbal and written, skills required along with good computer skills. Requirements:

- Flexibility: Ability to work flexible schedule and hours. Position requires manager to be on call 24/7 for emergencies. Must be able to meet deadlines, work under pressure, and work on several tasks simultaneously.
- Attention to detail: Very accurate with numbers, and understanding contracts and work in general.
- Initiative: Must be self-motivated and assertive to accomplish goals. Must maintain a professional, positive, can-do attitude.
- Planning and organization: Must have good organization and follow-up skills.
- Interpersonal skills: Must be able to establish rapport and develop good working relationships with a wide variety of people, including customers and vendors.
- Communication: Excellent verbal and written skills required.
- Computer skills: Position requires skills in Excel, Word, and community association management software.
- Problem solving: Must be able to get to root of issues, determine possible solutions, and decide on and implement proper course of action. Job #11538

**Statewide Job Availability**



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

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|---|---|
| A. — 7 jobs in Panhandle area             | M. — All jobs filled in Keys area!        |
| B. — All jobs filled in Gainesville area! | N. — 11 jobs in Miami area                |
| C. — All jobs filled in Ocala area!       | O. — 14 jobs in Fort Lauderdale area      |
| D. — 16 jobs in Orlando area              | P. — 10 jobs in Boca Raton area           |
| E. — 5 jobs in Clearwater area            | Q. — 23 jobs in West Palm Beach area      |
| F. — 14 jobs in Tampa area                | R. — 4 jobs in Jensen Beach area          |
| G. — 1 job in Bradenton area              | S. — All jobs filled in Vero Beach area!  |
| H. — 3 jobs in Sebring area               | T. — All jobs filled in Cocoa Beach area! |
| I. — 1 job in Sarasota area               | U. — 3 jobs in Daytona Beach area         |
| J. — All jobs filled in Punta Gorda area! | V. — All jobs filled in Palm Coast area!  |
| K. — 8 jobs in Fort Myers area            | W. — 1 job in Saint Augustine area        |
| L. — 3 jobs in Naples area                | X. — 5 jobs in Jacksonville area          |

### **SARASOTA:**

**CAM manager** for a Venice community association. Strong accounting skills required. Desired talents include: real estate license, strong knowledge of QuickBooks, open attitude regarding communication with an active board of

## Featured Job of the Month

**On-site manager** for a master community presently under development in Saint Lucie County. Responsibilities include managing boards of directors and committees, managing vendors, analyzing financial statements and budgets, managing deed restriction enforcement, managing regular board meetings and annual meetings, and other duties as assigned. Requirements:

- Minimum 2–3 years community association management experience, no new CAMs.
- Developer portfolio experience, understands the role of the developer.
- Must be able to build relationships and bridge the gaps with sales/construction/committees and developer liaisons.
- Familiar with vendor management and construction and maintenance issues.
- Understanding of the community association business and financial statements.
- Ability to motivate, cultivate, and negotiate with committees. Work with the recreation committee to plan social events.
- Professional verbal and written communication skills.
- Strong computer skills: Word, spreadsheets, and database applications.
- Strong organizational and time-management skills.
- Must have an excellent disposition, be an upbeat person, and have the ability to diffuse difficult situations.
- High integrity, honesty, and professionalism.
- Exceptionally strong customer service orientation.
- Certification preferred.

Salary, health insurance, and dental insurance. Job #11537

directors and community, and knowledge of water/sewer plants. Job #11576

### **SEBRING:**

**Licensed CAM** for a community association in Sebring. Will be responsible for all aspects of the day-to-day operations: accounts receivable, accounts payable, banking, payroll, staffing, association management. Will work closely with the president and treasurer. Must have a valid driver's license, be very computer literate in MS Office and QuickBooks. Website experience a plus. Job #11591

### **TAMPA:**

**Future position for a full-time CAM portfolio manager** for a local Tampa-based management company. The condominiums and homeowners associations will be located in Hillsborough and Pinellas Counties. Must have a Florida CAM license, experience in 718 and 720, budgeting and

## Job Filled!

**Premier Property Management of Central Florida selected Catherine Harrington as a CAM manager**

reserves, and be available for night board meetings. Excellent benefits and growth potential. Job #11586

**On-site manager** needed for a Saint Petersburg association. Must have a proven and verifiable track record. PCAM designation a plus, but not required. Great salary and benefits package. Job #11294

### **WEST PALM BEACH:**

**Condominium manager** for a large association in Lake Worth. Must have a minimum of 2 years of community association management experience. Should have strong experience managing multiple maintenance projects. Requirements include strong diplomatic and problem-solving skills, strong experience in community improvements especially in areas of painting, building, construction and landscaping projects, strong knowledge of Florida statutes and association budgets, effective communication skills, the ability to manage multiple projects simultaneously. Must also have good computer skills including MS Word, Excel, and Outlook. Salary, medical, dental, life insurance, paid holidays, vacation, personal, sick days, and



matching 401k retirement plan. Job #11582

**Part-time portfolio manager** for associations in central and southern Palm Beach County. This position has the opportunity to go full-time. Job #11590

*We are now working to fill 151 open community association manager positions in Florida. You may view a current list of open jobs on our website at [CondoJobs.com](http://CondoJobs.com). Managers may also download a membership kit at [CondoJobs.com](http://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](http://CondoJobs.com), 1128 Royal Palm Beach Boulevard, #223, Royal Palm Beach, Florida 33411; Phone: (561) 791-0426; Fax: (561) 791-0934; E-mail: [Lisa@CondoJobs.com](mailto:Lisa@CondoJobs.com); Website: [CondoJobs.com](http://CondoJobs.com); Find us on Facebook. ■*

## CondoJobs Recruiting Service...

...is Florida's premier recruiting service dedicated to meeting the needs of community association board members and managers for 24 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.