

Open Jobs

BOCA RATON:

Portfolio manager for 6–8 associations in Boca Raton. Must have strong clerical skills and be exceptionally organized. Good computer skills and financial knowledge required. Job #10842

Resident CAM needed for a well-maintained oceanfront condominium in Boca Raton. Must understand the complexities of an older building. Minimum 5–7 years of experience. Must have strong maintenance knowledge and supervisory skills, experience with contract negotiations, budgeting and office operations, and the ability to interact well with residents and the board. Overall skills should include leadership, planning, and teamwork. Must be dedicated to the well-being of the building and its residents. This is a professional, long-term career opportunity with exceptional benefits, including condominium apartment, if desired. Will also consider management teams and live-off managers. No pets permitted. Job #11260

CLEARWATER:

Portfolio manager needed for associations from Port Richey to St. Petersburg. Prefer a new CAM! Must have a stable background and good work history. Job #11636

Job Filled!

Palms at Boca Teeca in Boca Raton selected Brad Vogt as the manager for their community!

On-site community association manager for 2 high-rise buildings on Clearwater Beach. Must have at least 5 years of high-rise experience. Supervision of staff and good communication skills (written and oral) are important as well as computer skills. Job #11632

FORT LAUDERDALE:

CAM for 600+ unit Oakland Park association with extensive grounds. Must be organized, a team player, and have multiple building experience. Knowledge of contracts, budgets, and construction necessary. Upcoming projects include: roofing, clubhouse restoration, and landscaping. The ability to supervise the staff and contractors and deal well with residents required. Good computer skills required, including TOPS and Microsoft Office. Job #11080

From Lisa

Catherine Lenz, a board member at Regency Tower in Fort Lauderdale, said when they recently searched for a new manager for their association they had a five-person Search Committee, including two board members and three non-board members. She said they felt it was important to have a member on the committee that knows the nuts and bolts of the building, mechanical and physical; a member that is knowledgeable in 718, to be able to verify manager responses and answers for accuracy; and a member with financial acumen.

She explained, “We circulated the resumes, if at least three members expressed an interest, we scheduled an interview. We interviewed five managers, then we were down to two for the second interview. The board members made the final selection.”



Lisa

Lisa Pinder

Assistant manager for a beautiful, beachfront resort in Lauderdale by the Sea. A solid background in bookkeeping using QuickBooks is required. A CAM license is not necessary. Prepare and produce accurate and timely monthly financial reports. Assist at front desk when necessary. Maintain files and records of the resort on Word and Excel. Assist manager in overseeing staff, guest requests, board requests, maintenance projects, developing budget, and all other duties requested by the manager. Excellent computer skills and good communication skills a must. Job #10810

Condominium manager for a Hollywood association. A mechanical and/or engineering background is preferred. Must be strong in maintenance experience and knowledge. Good project management and communication skills are required. Will deal with contractors, oversee vendors and projects, and be very involved in upgrading the facilities. At least 3–5 years of CAM experience necessary. Prefer bilingual, English/Spanish. Job #10592

FORT MYERS:

Portfolio manager for 12 associations in

Fort Myers and North Naples. A minimum of 2 years of CAM experience is required. Must be well-organized with good computer skills. Job #11623

JACKSONVILLE:

Professional manager for a community association in Jacksonville. Previous CAM



management experience preferred. A proven track record in meeting and exceeding goals is necessary. Must have top-notch organizational, time-management, and interpersonal skills. A strong work ethic and a whatever-it-takes attitude required. Responsibilities include: mentoring, training, and motivating staff to meet and exceed the goals. Performing administrative tasks necessary to manage all aspects of the office. Work as a team with the staff to make a stellar community for the residents. Job #11562

JENSEN BEACH:

Part-time, experienced portfolio manager for Stuart area management company, 20–25 hours per week. Must be proactive, computer literate, and be able to read and explain financial statements. Good communication skills required. Job #10664

KEYS:

Association manager for 200+ unit, gated community in the upper Keys. Will proactively and professionally manage a condominium resort community. Will be directly responsible for the efficient, daily operations of the association within established guidelines. Must have a minimum of 6 years experience as a CAM manager for large or multiple condominium associations. Experience in mechanical, plant, and

Job Filled!

Janel Jurrens recently accepted the position of community association manager with Essex House in Sarasota!

Featured Job of the Month

Resident manager team for a condominium in Amelia Island. Prefer at least 2 years experience in a similar role that involved management and rentals of a resort community. Maintenance experience and knowledge, good project-management and communication skills required. Will manage the on-site rental program for the association. Proficiency in Microsoft Excel, Word, and the Internet is mandatory. Strong communication skills, multi-tasking, attention-to-detail, organization, and problem-solving skills are a must. Prefer pool cleaning certification and real estate license. Salary, real estate commission, and a 2-bedroom, 2-bathroom apartment. Job #11634

equipment necessary. Knowledge and understanding in financial planning, developing, and working within multiple budgets is required. Proven leadership, management skills, ability to work effectively in a team environment. Comfortable dealing with public and outside service companies. Hands-on approach to managing resources to maintain the community at a consistently high level. Ability to research, plan, propose, and implement projects

upon approval. Must possess basic computer skills and experience in using Microsoft Office software, e-mail, etc. Bilingual preferred. Job #11092

MIAMI:

Full-time, licensed CAM manager position for a Miami upper Eastside, loft condominium. Manager will also be responsible for light maintenance. Minimum of 4 years CAM experience. Immediate opening. Job #11631

NAPLES:

Portfolio manager for associations in Naples and South Fort Myers. Must be a strong manager with 5+ years of experience. Outstanding communication skills required. Computer skills, including Microsoft Office and e-mail necessary. Salary, paid vacation, paid holidays, health insurance, mileage and cell phone allowance, and 401k. Job #11137

OCALA:

Lifestyle director for a homeowners association in Ocala, CAM license not required. Must have strong organizational skills as well as public speaking skills and advanced communication skills. Computer literate in Adobe, Office Suite Programs. The ability to meet very specific deadlines is required. Will work closely with residents, staff team, volunteers, and contractors. Will provide direction and focus to all lifestyle components of the community designed to enrich the quality of life and enhance the vibrancy of the community for

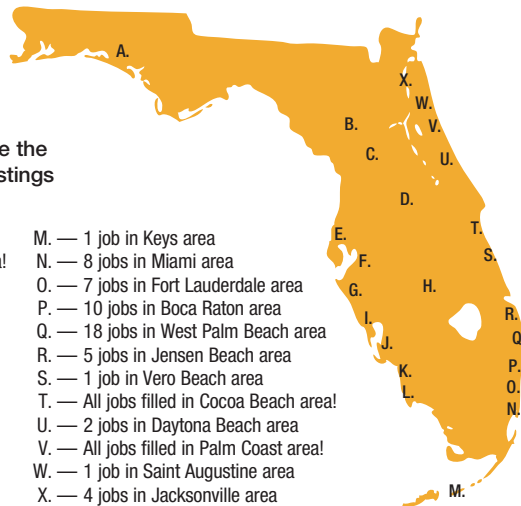


the residents. The lifestyle amenities include: fitness, aquatics, one-day and extended travel, special events, classes, workshops, and charter club operations. Will also provide staff support and guidance to the community manager, board of directors, and other team departments as necessary. *Duties and Responsibilities:* Plan, coordinate, and implement programs, classes, and special community-wide events. Solicit input and involvement from residents to further stimulate participation. Hire, supervise, educate, motivate, schedule, and evaluate other lifestyle staff. Develop and manage lifestyle budget, providing recommendations to the Association Finance Committee. Work with team coordinators to develop processes to ensure the consistent delivery of high-quality programs. Develop and maintain community relationships and resources to enhance and diversify program development for the benefit of the association and residents. Establish and maintain relationships with community businesses to create exclusive discounts and privileges to residents. Attend membership meetings when requested. Conduct new homeowner orientation presentations. Assist with preparation of newsletter. *Knowledge, Skills, and Abilities:* Methods of recreation/lifestyle operations and services. Principles and practices of program marketing. Principles and practices of staff and volunteer management. Computers and software programs such as, Microsoft Office, Adobe Standard/Pro, design and layout procedures, word processing, and general graphics. Job #11633

ORLANDO:

On-site community association manager for a community in Orlando. Must have 3-5 years on-site experience in time-shares, condominium hotel, or for some type of resort community. Responsibilities include: on-site management of a community association, including providing management services to the board of directors and committees, managing vendors, analyzing financial statements and budgets, managing deed restriction enforcement, managing regular board meetings and annual meetings. Job #11629

Statewide Job Availability



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- E. — 4 jobs in Clearwater area
- F. — 9 jobs in Tampa area
- G. — 1 job in Bradenton area
- H. — 2 jobs in Sebring area
- I. — 4 jobs in Sarasota area
- J. — 1 job in Port Charlotte area
- K. — 6 jobs in Fort Myers area
- L. — 3 jobs in Naples area
- M. — 1 job in Keys area
- N. — 8 jobs in Miami area
- O. — 7 jobs in Fort Lauderdale area
- P. — 10 jobs in Boca Raton area
- Q. — 18 jobs in West Palm Beach area
- R. — 5 jobs in Jensen Beach area
- S. — 1 job in Vero Beach area
- T. — All jobs filled in Cocoa Beach area!
- U. — 2 jobs 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

General manager for a 5-star, luxury living, oceanfront condominium in Sunny Isles Beach with a private, exclusive lifestyle. The association has many amenities including a pool, spas, clubhouse, front desk concierge, restaurant, and fitness center. Manager Skills and Requirements:

- Master's degree or equivalent, or 4-10 years of related experience and/or training preferably in hospitality management, business administration, or food management disciplines as well as community association management.
- An emphasis in economics or finance is highly desirable or equivalent combination of education and experience.
- Exceptional communication skills, verbal and written.
- Must keep abreast of the current trends in community association management through formalized continuing education programs as approved by the state of Florida and/or the Community Associations Institute.

Excellent salary, health, vision, dental, LTD, life insurance, 401k, annual merit bonus, PTO. Job #11635

General manager for a 200+ unit timeshare resort in Orlando. Renovation and construction experience is a plus. Job #11612

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

PORT CHARLOTTE:

Condominium association manager for multiple associations in the same community in the Port Charlotte area. Must be professional, very experienced with solid business experience. Must be able to prepare budgets and possess an in-depth, hands-on, knowledge of all accounting

procedures, able to produce monthly and year-end financial statements. This position includes all the usual duties of managing multiple condominium associations. Extensive experience required in supervising staff, working with vendors, and interacting with boards. Excellent benefit package. Job #11607

SARASOTA:

Experienced, portfolio manager for homeowners associations and condominiums in Venice. Full-time, some weekends and nights. Must have at least 2 years experience, good references, excellent customer-service skills, and a polite, professional demeanor. TOPs software experience helpful, but not required. Salary plus benefits, mileage, and bonuses for procurement. Job #11637

Job Filled!

Bermuda High West in Boca Raton has hired Steve Manley as their manager!

TAMPA:

Full-time CAM manager needed for a financially distressed, challenging condominium association in West Tampa. Must be bilingual and have a minimum of 5 years in on-site condominium experience. Must be very knowledgeable with 718, budgets, maintenance, and contracts. Job #11336

Portfolio manager for Tampa community associations. Must have strong organizational and multi-tasking skills. Excellent customer service with good computer experience necessary. At least 2 years of portfolio management experience is required. Job #11535

VERO BEACH:

Portfolio manager for associations in Sebastian, Vero Beach, and Indian River Shores. At least 3 years of licensed CAM experience preferred. Must have lots of energy! Experience with facilities management, budgeting, problem solving, and customer service required. Job #10546

WEST PALM BEACH:

Association manager for a board managed, multiple condominium association in Lake Worth. Must have a minimum of 5 years experience with a working knowledge of irrigation, plumbing, landscaping,



electrical, construction, and administrative responsibilities. A team player is essential. Job #10018

*We are now working to fill 103 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! ■*

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.