

Open Jobs

CLEARWATER:

Community association manager needed 20–30 hours per week for a condominium in Clearwater, with a small portfolio of associations in the Clearwater area for the remaining 10–20 hours. Requirements: At least 3 years of CAM management experience. Technical background, with strong knowledge of the physical plant and projects. Communicate effectively and often with boards, attorneys, staff, vendors, technicians, and contractors. Work independently with attention to detail and possess outstanding follow-up skills. Excellent leadership skills. Adaptable to constantly changing environments and possess excellent multi-tasking skills. Experience and finesse in handling community association politics. Strong organizational skills and proficient in Word and Excel. Excellent business writing skills. Thorough understanding of the budget process for community associations. Positive attitude and enthusiasm and willingness to adapt to the needs of the communities. Job #11737

Part-time manager for a Clearwater association, 20–24 hours per week. One person office, will interact with the owners. Must have excellent people skills, great communication skills, administrative skills, and strong negotiating skills. Will consider hiring on an independent contractor basis or employee status. Job #11705

COCOA BEACH:

Resident manager for a Cocoa Beach area 55+ association. Must have excellent bookkeeping skills and be proficient with Microsoft Office, Excel, and QuickBooks. Maintenance and mechanical abilities required. Will also consider live-off managers. Job #10878

DAYTONA BEACH:

CAM manager for an oceanfront condominium in Ormond Beach, live-on or off.



From Lisa

Matt Duncan is the manager of Sylvette Condominium in Saint Petersburg. He said that during his last job search, he found that a lot of board members want examples of written work, either reports, minutes, newsletters, or policies that managers have proposed or other items. He states, "It would be a good idea if current managers began keeping copies of written examples of their work that could be applied to other associations."

These materials could be presented and shared with the Search Committee and board during the interview process. He adds, "It does help to have an advocate, such as Lisa of **CondoJobs.com**, to be able to provide the unwritten information to employers that helps to explain gaps in employment or as in my case, short-term employment."



Lisa Pinder

Condominium management experience is a necessity. Knowledge and experience in building maintenance required. Must have empathy and concerns for owners' problems. Real estate sales license required. Real estate broker's license preferred. Two-bedroom apartment available. Job #11727

FORT LAUDERDALE:

Condominium manager for an oceanfront condominium in Fort Lauderdale. Must have 5+ years of community association management experience and knowledge of the care of older buildings. Requirements: Organized with effective written, oral, and interpersonal skills. Ability to prioritize and complete tasks. Prepare budget and review monthly statements. Excellent mechanical skills and knowledge a plus. Communicate with the board and attend all board, special, and annual meetings. Proficient computer skills, including Microsoft applications. Job #11736

Condominium manager for a 200-unit association in Pompano Beach. Must

have a minimum of 3 years of experience in a similar position, building maintenance knowledge, basic accounting skills, and good communication and supervisory skills. Multi-lingual skills are desirable. Experience with MS Office, Word, and Excel necessary. TOPS experience desirable. Job #11588

FORT MYERS:

Part-time manager for a 300-unit condominium in Fort Myers, 30 hours per week. Must have experience with condominium management, supervising staff, meeting management, and resident relations. Knowledge of maintenance, operations, and financial statements required. This may lead into a full-time portfolio position. Job #11725

GAINESVILLE:

Portfolio manager for homeowners associations, condominiums, and office parks in Gainesville. Will be responsible for all aspects of managing the associations from the physical to the financial. Must have a minimum of 2 years association management experience. Must have strong interpersonal skills, maturity, and good judgment. Ability to handle and maintain composure when a stressful situation arises. Computer skills: Microsoft Outlook, Microsoft Word, Excel, PowerPoint, and TOPS. Job #11689.

JACKSONVILLE:

On-site community association manager for a high-rise in downtown Jacksonville. 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, facilitate solutions to problems between communities, and internal support staff. Strong management skills, customer service skills, and supervisory skills are required. Three years of experience as an on-site manager managing the association is preferred. Ability to read, analyze, and interpret technical procedures, leases, regulations, or documents with a similar degree of complexity. Strong interpersonal skills. Computer literacy, proficiency, and working knowledge of Microsoft Office applications. Strong customer service, communication, and interpersonal skills required. Job #11738

Featured Job of the Month

Experienced general manager for a master association in South Miami Beach, immediate opening. Must possess 5+ years of senior, managerial experience of a master homeowners association in a multi-use environment. This would include full responsibility and oversight of the physical plant, valet services, security, and common areas of a multi-use community. Requirements are:

- Strong understanding of homeowners association accounting.
- Ability to multi-task with multiple board and owners demands.
- A good understanding of Florida statutes and administrative codes.
- High-rise experience. Job #10633

JENSEN BEACH:

Part-time CAM manager for small Stuart area condominium, 20 hours per week, 4 hours per day, 5 days per week. Must have at least 4–6 years of CAM management experience. Should have excellent organizational and communication skills. Bookkeeping, accounting, and QuickBooks experience required. Must be able to recognize, schedule and oversee short- and long-term maintenance issues. Will

oversee the maintenance man and contractors, obtain bids and proposals, and attend board meetings. Job #10657

KEYS:

Bilingual manager for a condominium in the Upper Keys. Must be a people person with knowledge in accounting, QuickBooks, Excel, and Word. Must be available to work weekends. Salary, health insurance, sick time, and vacation time. Job #11711

Resident manager for a small condominium in the Central Keys. Must have experience with QuickBooks. Salary and 2-bedroom apartment. Job #10532

MIAMI:

Bilingual manager for a North Dade County association. Must be fluent in English and French. Job #11734

On-site manager for a condominium in Kendall. Good organizational skills are very important. Job #11546

Bilingual licensed manager with strong administrative skills to manage the front desk for small, growing, and fast-paced management company in Coral Gables, immediate opening. It is extremely important for candidate to be reliable, responsible, professional, and organized. Duties: Assist managers with customer service issues. Handle incoming calls by directing to the appropriate personnel or vendor



and conduct follow up. Handle incoming mail and packages. Ability to balance multiple tasks. Requirements: Computer skills required: Word and Excel. QuickBooks a plus. Bilingual: English and Spanish: both spoken and written forms required. Have own transportation for possible use of vehicle for community visits. Job #11730

NAPLES:

Part-time manager for a 55+ association in Bonita Springs. At least 3 years of CAM experience required. Familiarity with Florida Statute 718 is required. Must have excellent bookkeeping skills and computer experience, including Microsoft Office, Excel, and QuickBooks. Maintenance and mechanical abilities also required. Hours: November 1–May 1, 25 hours per week, 5 days per week, 5 hours per day. May 1–November 1, 15 hours per week, 3 days per week, 5 hours per day. Job #11735

On-site manager for a Naples association. Will be responsible for the day-to-day operations of the community. Will maintain a positive working relationship with all personnel, including the board members, committees, staff, residents, as well as contractors and vendors. Strong communication, verbal and written, required along with good computer skills. TOPS experience would be very good. Must be a team player, well organized, with a great personality. Job #11533

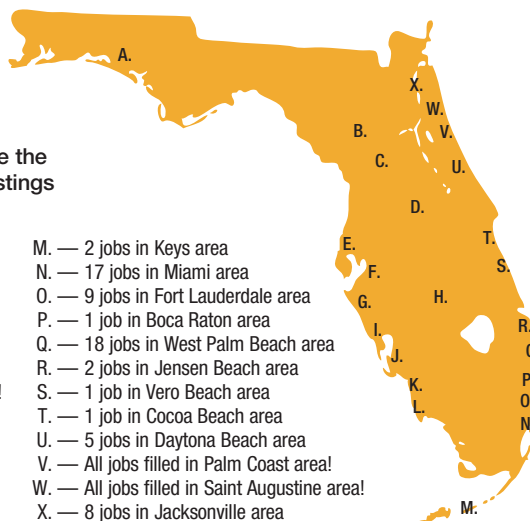
PUNTA GORDA:

Association manager needed for a community on Gasparilla Island. Must work well with the board of directors and be familiar with Florida Statutes. Good financial and insurance knowledge required. Will be responsible for getting bids. Prefer local candidates for local knowledge. Job #11729

Part-time manager for a 55+ community in the Englewood area, 5 hours per day, 25 hours per week. Job #11726

Statewide Job Availability

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



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|---|---|
| A. — 2 jobs in Panhandle area | M. — 2 jobs in Keys area |
| B. — 1 job in Gainesville area | N. — 17 jobs in Miami area |
| C. — 1 job in Ocala area | O. — 9 jobs in Fort Lauderdale area |
| D. — 6 jobs in Orlando area | P. — 1 job in Boca Raton area |
| E. — 3 jobs in Clearwater area | Q. — 18 jobs in West Palm Beach area |
| F. — 14 jobs in Tampa area | R. — 2 jobs in Jensen Beach area |
| G. — All jobs filled in Bradenton area! | S. — 1 job in Vero Beach area |
| H. — 1 job in Sebring area | T. — 1 job in Cocoa Beach area |
| I. — 1 job in Sarasota area | U. — 5 jobs in Daytona Beach area |
| J. — 3 jobs in Punta Gorda area | V. — All jobs filled in Palm Coast area! |
| K. — 4 jobs in Fort Myers area | W. — All jobs filled in Saint Augustine area! |
| L. — 5 jobs in Naples area | X. — 8 jobs in Jacksonville area |

Featured Job of the Month

Professional manager for a luxury high-rise condominium in Naples. Minimum 3 years of related management experience necessary. Must have strong communication skills, basic accounting, and strong supervisory skills. High-rise building systems knowledge required. Will also consider a resident manager, apartment available. Job #11118

SARASOTA:

Experienced portfolio manager for homeowners associations and condominiums in Venice. Minimum 2 years experience in association management. Must be available full-time plus some nights and weekends. Good organizational and customer service skills required. TOPS software and bookkeeping experience helpful. Salary, benefits, and mileage and cell phone allowance. Job #11637

SEBRING:

Manager needed for a Lake Wales area homeowners association. Must know QuickBooks. Will deal with the residents, enter payments, and conduct inspections. Bilingual preferred, English/Spanish. Job #11728

TAMPA:

General manager for a financially-sound, 55+, active, adult community in the Tampa Bay area. Must be an energetic manager to oversee all aspects of the daily operations to deliver exceptional experience for owners, employees, and guests. A minimum of 5 years experience with a strong background in homeowners associations, clubhouse management, including member relations, clubhouse operations, golf and tennis operations, and food and beverage management is required. The association has many amenities, including golf, pro shop, dining room, banquet facilities, swimming pool, tennis and bocce courts, billiards area, craft room, fitness center, meeting areas, and facilities maintenance. Job #11721

Community manager for a master association in Saint Petersburg Beach, immediate opening. Must have experience with managing multiple associations. Job #11653

Full-time CAM for a Tampa community.

At least 3 years of CAM experience required. Will supervise the hiring of employees and vendor staffing to assure personnel capable of meeting the community goals and high standards in a hospitable, sensitive, and courteous manner. Work under direction of the management company in meeting the guidelines of the board of directors. Plan, direct, and oversee implementation of comprehensive systems for protection of the community assets and records of the association. Inspect community to determine safety, maintenance, and security needs. Assist in preparation of monthly financial reports and annual budget. Assists in monitoring compliance with the rules and regulations. Solicit bids for maintenance and construction projects, participate in selection of contractors and vendors. Job #11717

VERO BEACH:

Experienced manager with strong leadership abilities for an upscale, gated community in Vero Beach. Strong maintenance background knowledge, high level of computer literacy, financial experience (budgets, financial overview) and excellent communication skills are necessary. Responsibilities include interacting with board members, committees, homeowners, managing vendors, deed restriction enforcements, and attend to the needs of residents in a manner utilizing advanced skill in customer service. Must be organized and have experience managing an access control team, College degree preferred. Job #11693

WEST PALM BEACH:

CAM manager for a large upscale homeowners association in Boynton Beach. Must have strong homeowners association management experience, 3+ years. Should be extremely organized, detail oriented, well structured, and disciplined. Strong maintenance background and maintenance schedules a must. Job #11582

Association manager for a community located in the Palm Beach Gardens area, with a combination of condominiums and townhomes. Need to have strong condominium association management experience of 3+ years, the ability to work with boards of directors and good diplomatic skills. Other requirements include: organized, office management skills, and ability to communicate effectively and give accurate feedback. Job #11739

Part-time manager for a condominium in South Palm Beach, 25 hours per week,



8:00 A.M.–1:00 P.M., 5 days per week. Will run the day-to-day operation of the association and deal with problems. Strong administrative background helpful. Must be a leader and work well with the staff. Knowledge of maintenance, electrical, and plumbing is necessary. Job #11441

*We are now working to fill 115 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 25 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.