

Open Jobs

CLEARWATER:

Experienced CAM for an association in New Port Richey. Must be organized and computer literate. Job #11060

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:

Experienced manager for a Daytona Beach high-rise condominium. At least 10 years of CAM experience required. Hands-on experience with an older high-rise would be a benefit. Oceanfront experience would also be helpful. Salary, 75 percent health insurance, vacation, and sick time. Job #11490

FORT LAUDERDALE:

Association manager for a community in Lauderhill. Must have at least 5 years of CAM experience and knowledge of 718. A financial and accounting background is required. Job #11666

FORT MYERS:

On-site manager for a homeowners association in Estero/Fort Myers. Will be responsible for the day-to-day operation of the association. Will routinely inspect the grounds, facilities, and equipment to determine whether repairs or maintenance is needed. Will keep accurate, up-to-date records of income and expenditures. Will work with the board of directors to carry out their directions for operation of the association, including meeting with vendors, inspections, committee meetings, reviewing the financials, processing invoices, and writing reports. Will also prepare for meetings and attend them. Will also investigate complaints, disturbances, and violations and resolve problems following management rules and regulations. Job #11704

Job Filled!

Peter Watson recently accepted the position of community association manager with Renaissance of Pompano Beach in Pompano Beach!

From Lisa

Telephone Interviews

Some board members hold telephone interviews to screen the candidates to determine if their experience, qualifications, and management style match well with the needs of the association. This allows the board to learn more about the candidate, and it also allows the candidate to learn more about the association and position. Specific questions can be asked relating to the candidate's qualifications to test their communication skills and to assist in determining whether to schedule a personal interview. The telephone interview saves time for the board by eliminating candidates that don't match the search criteria of the association.



Lisa Pinder

GAINESVILLE:

Career-oriented CAM for a growing management company in Gainesville. Will work in a professional and supportive office environment as part of a close-knit team. As a key member of our team, you will be counted on to give 110 percent and must possess the attitude that the glass is always half full. The willingness to go above and beyond must be a natural part of who you are. Our new LCAM will be responsible for managing a small portfolio of two large communities. As the manager, you will be responsible for all aspects of managing the associations from the physical to the financial. Competitive salary, paid holidays, vacation, sick, and personal days, group medical, dental, and vision coverage. Job #11689

JACKSONVILLE:

Condominium manager for a 300+ unit association in South Jacksonville. Must have 3-5 years of community association management experience. TOPS experience preferred. Job #11661

JENSEN BEACH:

Part-time condominium manager for an association in Jensen Beach, 15-20 hours per week. Must have 3-5 years of

experience in Florida and knowledge of QuickBooks. Needs strong decision-making abilities and strong follow-up attributes. The position requires a person with substantial specialized knowledge, good judgment, and strong managerial skills. Must have strong negotiation skills and the ability to get along with a variety of personalities. Responsibilities: Prepare budgets and other financial documents as required (spreadsheets, etc.). Implement annual budget, pay bills, prepare for mailing all maintenance and special assessment invoices to owners. Prepare notices to owners of meetings in a timely fashion and attend and conduct meetings with board of directors. Coordinate ongoing maintenance tasks, landscaping, and other day-to-day services involved with the operation of the association. Obtain quotes as needed. Supervise the employees and evaluate present tasks, keep track of employee's hours and vacation time. Job #11467

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, and vacation time. Job #11711

MIAMI:

High-rise manager needed for a tower in Miami. Must have good job stability and at least 5 years of tower experience. Excellent references are crucial. Job #11687

NAPLES:

On-site manager for a homeowners association in Naples. At least 3 years of CAM experience required. 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

PANHANDLE:

CAM manager for the Destin and Gulf Coast area. Must have 3 years of experience with condominium management. Will assist management staff with the preparation

Featured Job of the Month

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 lake-front dock facilities, negotiating vendor contracts, directing homeowner services, assisting in the preparation and administration of the budget, advising the board, and carrying out policies. Good computer skills required, including MS Office, spreadsheet, mail merge, PowerPoint and electronic file management. Job #10528

of annual budgets, supervise projects, develop agendas for board of directors and annual meetings, propose changes or improvements to associations, be familiar with and comply with governing documents and provisions of legislation. Will also negotiate contracts. Weekend hours and drug screening required. Job #11745

PUNTA GORDA:

Association manager needed for a 400+ unit community in Punta Gorda. Will supervise the pool upkeep, maintenance, lawn care, and water treatment plant. Quick-Books knowledge required. Job #11715

SARASOTA:

On-site manager needed for a beachfront condominium in Venice, Monday through Friday, 9:00 A.M.–1:00 P.M., with additional portfolio responsibilities to be added. Strong, experienced manager required. Will add other associations for a small portfolio, in Sarasota/Manatee County area. Job #11749

TAMPA:

Experienced manager for a beautiful community in the reserve in Tampa, immediate opening. The ability to multi-task, supervise vendors, and deal with politics and owners is required. Must have landscaping knowledge and experience. Job #11755

VERO BEACH:

Community manager for an oceanfront association on North Hutchinson Island. Must have 5–10 years of CAM experience. Will interact effectively with the board, attorneys, county and state officials, and many committees. Will deal directly with the residents on a daily basis and resolve most problems independent of board involvement. Extensive knowledge of documents, county codes, and Florida statutes is mandatory. Capability to use information system technology is

Job Filled!

Coastal Management in Stuart selected Donna McDuffee as a manager for their company!

essential. A business management degree is desirable. Job #11743

WEST PALM BEACH

Experienced CAM manager for a 300+ unit condominium in West Palm Beach. Must be strong in continual maintenance, regulations, and condominium laws. Job #11760

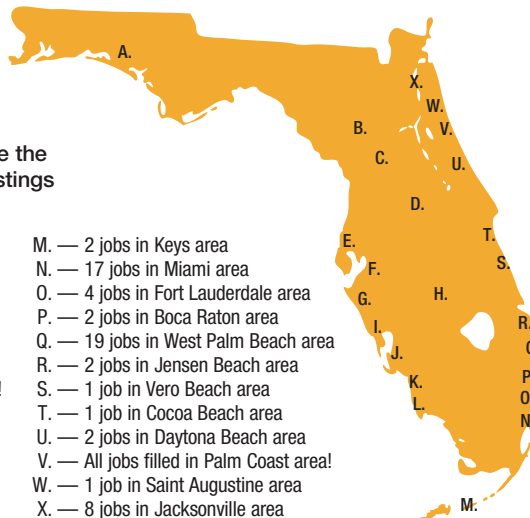
CAM manager for a 500+ unit homeowners association in Wellington. Must be a solid candidate with good job stability and large homeowners association experience. Strong with financials and budgets. Must speak well and have professional demeanor. Job #11696

*We are now working to fill 125 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) 791-0934; E-mail: Lisa@CondoJobs.com; Website: **CondoJobs.com**; Connect with CondoJobs on Facebook! Follow CondoJobs on Twitter! ■*

Statewide Job Availability



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

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| A. — 3 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. — 4 jobs in Fort Lauderdale area |
| D. — 7 jobs in Orlando area | P. — 2 jobs in Boca Raton area |
| E. — 4 jobs in Clearwater area | Q. — 19 jobs in West Palm Beach area |
| F. — 19 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. — 2 jobs in Sarasota area | U. — 2 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. — 1 job in Saint Augustine area |
| L. — 4 jobs in Naples area | X. — 8 jobs in Jacksonville area |

Featured Job of the Month

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