

Open Jobs

BOCA RATON:

Professional manager for luxury high-rise in South Palm Beach County. Must have a professional appearance and at least 5 years of experience. Job #10630

Experienced portfolio manager for 5-6 Boca Raton and Delray area condominiums and homeowners associations. Must have strong clerical skills and be exceptionally organized. Good computer skills and financial knowledge required. Job #10842

BRADENTON:

Part-time manager for an association in the Bradenton area, 25 hours per week. Must have excellent written and verbal communication skills and the ability to relate well to residents and contractors. Good knowledge of operations and maintenance is required. Will be responsible to negotiate with vendors and contractors. Job #11564

CLEARWATER:

CAM for a beautiful high-rise condominium in Clearwater Beach. Financial knowledge and maintenance experience required. Must also have high-rise experience. Job #11563

Association manager for a 55+ community in Clearwater. Previous CAM experience required; real estate license would be a plus. Job #11556

Job Filled!

David Rapaport recently accepted the position of community association manager with Isola Condominium in Miami

DAYTONA BEACH:

Condominium manager for oceanfront association in Ormond Beach. Must have the ability to run a small, quiet community, supervising maintenance men, with accounting duties. Also the ability to interact with owners, vendors, and board members in a professional manner is required. Job #11326

FORT LAUDERDALE:

Bilingual manager needed for a Cooper City homeowners association, immediate opening. Excellent leadership skills and

From Lisa

In today's job market, it can be very challenging to get a job interview. Once an interview has successfully been scheduled, it is important to dress and behave professionally. You should bring copies of your resumé, letters of recommendation, and references to the interview. It is important to be honest about your work history. You should be prepared for tough questions by practicing your responses prior to the interview. Listen to the questions carefully and respond in a brief and concise manner, offering specific examples as necessary. When asking questions about the position, be careful not to interview the interviewers! After the interview, it is appropriate to follow up with a thank you note.



Lisa

Lisa Pinder

the ability to provide guidance to the board. Must have the ability to read financial statements and deal with violations. Job #11558

Association manager for a condominium on the Intracoastal in Fort Lauderdale. At least 7-10 years of CAM experience required. Must be well versed in 718 and make sure it is fully enforced. Also must be able to write contracts, have excellent communication skills, work well with people, and supervise the staff. Job #10302

Licensed CAM for 100+ unit condominium in Fort Lauderdale. Will be responsible for all aspects of the day-to-day operations, accounts payable and receivable, bank reconciliation, monthly reports, payroll, management of the building and staff. Computer literate, proficient in Office, Word, Excel, and QuickBooks. Job #10209

FORT MYERS:

Condominium association manager for a beautiful and expansive association on Fort Myers Beach. Must be seasoned with at least 5 years of CAM experience and have a good working knowledge of Florida regulations regarding condominium operations and be competent handling financials,

employees, owners, and contractors. QuickBooks experience required. The Search Committee is looking for a dedicated individual with excellent communication skills who has the mindset of a responsible executive running a multi-million dollar a year business, a problem solver, a people person, and a multi-tasker. An applicant who has experience with local area contractors would be preferred. Job #11249



JACKSONVILLE:

Licensed community association managers for portfolio and on-site management in Jacksonville. Should have experience with site inspections, covenant enforcement, assisting boards with day-to-day aspects of managing an association, preparing for and conducting association meetings, reviewing financial reports, preparing budgets, project management, preparing service bids, and overseeing contractors. Must also be knowledgeable with Florida statutes and be proficient with understanding and executing the requirements of the governing documents of an association. Computer skills in Microsoft Office (Word, Excel, and Outlook). Experience in association software such as TOPS is helpful. Job #11557

MIAMI:

Association manager for 300+ unit community in Miami. Need to be a hard worker with a financial background. Job #11258

Bilingual association manager for a luxurious, upscale waterfront condominium association on Key Biscayne. Will work closely with the board of directors to ensure that owners, residents, visitors, contractors, and vendor issues and relationships

Job Filled!

Creative Realty Management in Miami selected Valentin Escribano as a portfolio manager

are managed in a harmonious and professional manner. Minimum of five years experience as manager of a luxury high-rise condominium. Bilingual in English and Spanish is mandatory. Must have extensive knowledge in building maintenance and capital improvement projects. Competitive pay and benefits. Local candidates only. Job #11548

Manager for high-rise condominium in Miami. Must have 3–5 years of high-rise experience, including experience with foreclosures, short sales, and collections. Familiarity with TOPS is required. Must be strong with a take-charge attitude. Bilingual English/Spanish would be helpful. Immediate opening. Job #11379

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

ORLANDO:

Portfolio manager for Orlando community associations. 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. Minimum 2–3 years community association management experience. Developer portfolio experience. 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. Professional verbal and written communication skills. Strong computer skills: Word, spreadsheets, and database applications. Strong organizational and time-management skills. High integrity, honesty, and professionalism. Exceptionally strong customer service orientation. Certification preferred. Salary, health insurance, dental insurance, and 401k. Job #11512

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

SEBRING:

Part-time manager for a large 55+ community in the Winter Haven area, 20–24 hours per week. Manager will coordinate and direct the duties of a

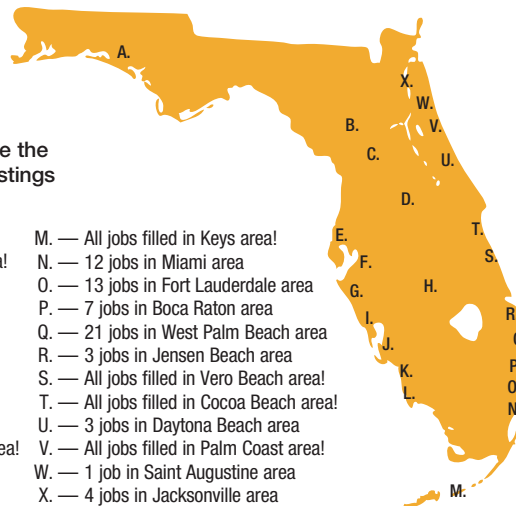
Featured Job of the Month

On-site manager needed for an upscale Miami condominium association. Must have a thorough understanding of association management, related financial statements, and maintenance issues, be professionally presented with excellent verbal and written communication skills. Will prepare proper notices and attend board meetings as well as member meetings. Ability to direct and oversee in-house janitorial and maintenance as well as outsourced valet, security, and concierge staff. Responsible for leasing of rental units. Coordinate the application processing, paperwork processing, apartment inspections, and lease renewal process. Essential duties and responsibilities:

- Maintain daily traffic logs, phone logs, and follow up.
- Sign and explain lease and application in detail.
- Have complete knowledge of the community and competition in the area.
- Have units made ready by working with in-house staff and outside contractors.
- Post rents, serve 3 day notices, and work with legal on evictions and collections.

Strong computer skills including Word, Excel, and database applications. Be highly organized with excellent time-management skills and be of the highest integrity, honesty, and professionalism with exceptional customer service skills. Job #10776

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. — 12 jobs in Miami area |
| C. — All jobs filled in Ocala area! | O. — 13 jobs in Fort Lauderdale area |
| D. — 17 jobs in Orlando area | P. — 7 jobs in Boca Raton area |
| E. — 2 jobs in Clearwater area | Q. — 21 jobs in West Palm Beach area |
| F. — 7 jobs in Tampa area | R. — 3 jobs in Jensen Beach area |
| G. — 2 jobs in Bradenton area | S. — All jobs filled in Vero Beach area! |
| H. — 2 jobs in Sebring area | T. — All jobs filled in Cocoa Beach area! |
| I. — 2 jobs 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. — 7 jobs in Fort Myers area | W. — 1 job in Saint Augustine area |
| L. — 2 jobs in Naples area | X. — 4 jobs in Jacksonville area |

Featured Job of the Month

Dynamic professional manager for a community in Jacksonville. Will be responsible for the entire fiscal health of the apartment community. Will provide legendary customer service and bring to the team a keen eye for the bottom line.

Responsibilities include:

- Achieving maximum occupancy and revenue growth.
- Implementing collection practices to ensure minimal delinquencies.
- Mentoring, training, and motivating associates to meet and exceed the goals.
- Developing and implementing comprehensive marketing campaign to attract residents, including direct marketing, on-site events, and community outreach.
- Creating and executing successful resident retention strategies.
- Performing administrative tasks necessary to manage all aspects of the office.
- Work as a team with the foreman, maintenance, and leasing staff to make a stellar community for the residents.

Job Requirements:

- 3 to 5 years managerial experience.
 - Dynamic personality with persuasive sales skills.
 - Marketing guru with "out-of-the-box" thinking.
 - A proven track record in meeting and exceeding goals.
 - Top notch organizational, time-management, and interpersonal skills.
 - A strong work ethic and a "whatever it takes" attitude.
 - A bachelors degree (preferred).
- Salary, Blue Cross/Blue Shield (PPO), prescription drugs, dental, vision, 401(k) retirement plan, paid holidays, and vacation. Job #11562

staff of 15 and coordinate activities of committees and volunteers who provide input concerning the many amenities of the community. Experience of several years in a comparable community is desired, with an emphasis on community administration including budget

and financial management and community relations. Job #11044

TAMPA:

Community association manager for a 300+ unit condominium in North Tampa. Must possess a strong work ethic, the ability to effectively prioritize, manage, and achieve results while handling multiple issues and projects. Excellent written and verbal communication, customer service, time-management, and strong computer skills are a must including experience using Microsoft Office. Job #11559

WEST PALM BEACH:

Community association manager for an active, adult community in the Boynton Beach area. Prefer homeowners association management experience. Good work history required. Job #11521

Job Filled!

Gulf Shore Plantation in Gulf Shores, Alabama, has hired Bill Leib as their manager

Seasoned CAM for a West Palm Beach community. Must have at least 3-5 years of high-rise or mid-rise condominium experience. Salary plus full benefits. Job #11561

Part-time manager for a condominium in South Palm Beach condominium, 20-25 hours per week. Will run the day-to-day operation of the association and deal with problems and delinquencies. Strong administrative background helpful. Must be a leader and work well with the staff. Knowledge of maintenance, electrical, and plumbing is necessary. Job #11441

Part-time manager for a Palm Beach Gardens association, 20 hours per week. Must be honest, a team player, and a hard working person. Excellent communication skills and computer knowledge required. Job #11560

Professional manager for a large association in the South Palm Beach County area. At least five years of large-scale community association experience is essential. A full understanding of financial management, budgeting, and fiscal knowledge is important.



Must be computer literate with experience in Word, Excel, and TOPS. Working knowledge of maintenance issues such as landscape, pools, access control systems, and facility maintenance is necessary. The board of directors works closely with the manager. Job #11309

We are now working to fill 122 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](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; Website: 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.