

SOUTHWEST FLORIDA PROPERTY SEEKING AN ON SITE PROPERTY MANAGER/CAM

Position Overview:

The on-site Manager is a liaison between the Association's Board of Directors, General Manager, homeowners, and vendors. Applicants must have confidence in providing the ultimate level of ownership in completing all tasks and projects, being a customer service champion, managing vendor relationships and your associations with a positive attitude. The individual is responsible for maintaining communication with the Board of Directors, responding to homeowners in a timely manner and collaborate with the onsite General Manager, on all matters of association business, financials, and project management.

Responsibilities include, but not limited to:

Accountable for all business, financial, and management aspects of the assigned properties, including preparing, implementing, and adhering to the approved budget for the properties, developing and maintaining strong working relationships with the Board members, unit owners and vendors

- Responsible for leading Board of Director meetings by keeping the focus on the agenda created, take, and distribute minutes
- Supervising the day-to-day activities with staff and contractors
- Effectively manage a maintenance management system for each Association to ensure all requested tasks recorded and addressed in a timely manner
- Prepare and attend monthly and annual board meetings
- Conduct formal site inspections as required in compliance with established association documents and standard operating policies and procedures.
- Identify, discuss, plan, and negotiate with vendors to complete all necessary projects
- Develop a working knowledge of association budgets and financial operations, including preparation and spending of association operating and reserve funds
- Exhibit excellent oral and written communications skills as well as modern technological proficiency
- Prepare and distribute monthly report to the Board and maintain the association website

- Enforce association rules in such a fashion as to enhance the Association's living experience for all residents.

- Handle emergency situations and deal with crisis management.

-In addition to the routine duties listed above, the association seeks an individual with strong organizational and managerial skills, leadership qualities, and the ability to advise the Board as it addresses facility, financial, staffing and lifestyle challenges in the years ahead.

-Manager is responsible for supervision of an administrative assistant to assist in the aforementioned responsibilities

Qualifications:

- Property Management: minimum of Five (5) Years
- Multi-site management beneficial
- Knowledge and experience with financial accounting, financial reporting, and budgeting
- Strong verbal and written communications skills
- Proficient with MS Office Suite programs; specifically, Outlook, Excel, Word, Front Steps, Caliber
- Licensed Community Association Manager (LCAM) required
- Any educational requirement??

Equal Opportunity Employer

Job Type: Full-time

Salary Range: \$75,000-90,000 annually based on experience

Compensation and Benefits:

- Base salary and performance bonus potential
- 401(k) after 1 year
- 401(k) matching
- Medical and Dental insurance
- Vacation and Personal time off
- Vision insurance

Schedule:

- Monday - Friday
- When necessary, On call

Experience:

- Property management: five (5) years (Required)

License/Certification:

- Florida CAM license (Required)

Qualified candidates may submit their Resume and Cover letter to:

SWFLclubGM55@gmail.com

Resume should be submitted in the following manner:

Last Name, First Name – Resume

Last Name, First Name – Cover Letter