

# condojobs

## 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

**Associate** for bustling management company office in Pompano Beach. Seeking someone who is great with people, loves to meet daily challenges, is independent and brings a solutions-based approach to supporting both the clients and communities we serve. Integrity, talent, and drive are required. Must possess basic office skills, be able to speak and write well, know your way around a spreadsheet, and have been told that you are organized and process driven. Job #11422

### **BRADENTON:**

**Professional CAM** with a minimum of 5 years of experience for a lushly landscaped community in Bradenton. This community has 500+ units and is located in a wildlife refuge. The amenities include several pools with spas and lighted tennis courts. The current manager is retiring after 10 years of service. Responsibilities include budget development, knowledge of building systems, managing landscaped grounds and amenities, and the ability to supervise 10 employees. Must have excellent interpersonal skills. Excellent

## Job Filled!

**Gulf and Bay Club in Sarasota selected Connie Bittle to be the manager for their association**

benefits and an outstanding working environment. Please include references and employment history. Job #11456

### **FORT LAUDERDALE:**

**Resident manager** for 350-unit condominium in Fort Lauderdale. Must have good communication and computer skills with a basic knowledge of association laws. Responsible for supervising staff and contractors, handling work orders, and responding to emergencies. Will also consider live-off managers. Includes 2-bedroom apartment, no pets. Job #10583

**Manager** for Fort Lauderdale 200-unit waterfront condominium. Must have take-charge approach and be dedicated to the well

## From Lisa

Many boards request a background check prior to making a final hiring decision to assist in the selection of the manager best suited for their position. This background check helps to evaluate the manager's qualifications and experience and to identify any possible hiring risks. The results usually include education and employment verification, credit information, motor vehicle history, and criminal history. The background check requires the manager's written authorization and consent. It can be done through a reputable firm, and the results are often available within 24 hours or less.



Lisa Pinder

being of the building and safety of the residents. Must be capable of managing staff and managing the finances of the building, coordinating with the board and external bookkeeper. Must be experienced with project management and obtain contractor and vendor bids in negotiating best terms. Current CAM license, experience and references required. Job #11325

### **FORT MYERS:**

**Portfolio manager** for associations in the Fort Myers and Cape Coral area. Knowledge of Word and Excel is required. Salary, health insurance, gas card, cell phone, and vacation. Job #11347

### **KEYS:**

**Community association manager** for association in the Central Keys. Will maintain front-office functions, including customer greeting, customer check in, check out, problem solving, answering phones, providing information, solving billing issues, and working with the treasurer and bookkeeper to maintain the financials. Will be the face to the owners and be responsible for managing the housekeeping team. Must have good leadership skills, excellent customer skills, problem solving skills, computer skills, financial and accounting skills, familiarity with QuickBooks, and familiarity with the hotel/motel/condominium industry. Job #11355

### **MIAMI:**

**Community association manager** for a 500+ unit condominium in North Dade County. Must have previous experience managing in a salt-water environment. Project management experience helpful. Current projects include concrete restoration, pool repair and maintenance, replacement of pool deck with pavers, and expansion joint work. Good financial knowledge and budgeting experience is necessary. Will also be responsible for implementation and supervision of security staff and protocols. Job #11457



**Assistant manager** for an Aventura association, CAM license not required. Must have customer service skills and QuickBooks knowledge. Some Spanish would be a plus. Job #11341

**On-site manager** for oceanfront condominium in Surfside. Experience and familiarity with waterfront related maintenance is a must. Construction background helpful. Good computer skills required. Immediate opening. Job #11366

### **NAPLES:**

**Executive director** for a Southwest Florida community of 500+ residential homes, villas, and condominiums. Must have Florida CAM license and 5+ years of previous experience at this level of position and size of community. Must be able to interact with board members, owners, and possess leadership skills to manage and motivate a large staff of employees. This position requires financial and budgeting experience as well as ability to interface with outside vendors and service providers. Job #11443

## Job Filled!

**Valentin Escribano recently accepted the position of community association manager with Almeria Park in Coral Gables**

## Featured Job of the Month

**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. Job #11379

### OCALA:

**Association manager** needed to manage a portfolio of associations in the Ocala area. Must have a CAM license, be available to work some nights and weekends, have strong communication, organizational, and follow-up skills, and have previous experience with portfolio management. Full-time salary with benefits. Job #11194

### ORLANDO:

**CAM manager** for Winter Haven master association. Needs to be versed in all facets of Florida CAM management and 5+ years of previous experience for this size community. Needs excellent knowledge of Florida Laws and association bylaws. Must be able to interact with board members and owners. Must have strong communication, organizational,

and follow-up skills. This position requires computer skills, strong financial and accounting knowledge as well as ability to interface with outside vendors and service providers. Manger must present a manager’s report at board meetings. Association amenities include a heated pool and spa, clubhouse, tennis courts, docks, boat ramp, and 24-hour security. Will be required to provide sufficient personal information to allow background check, references, suitable vehicle and valid Florida Driver’s License. Job #11261

## Job Filled!

**Xiomara Raba is now working as the manager of Lake Nona in Orlando**

**Experienced on-site manager** for 1,000 home community in East Orlando. Large common areas, with pool, clubhouse, and fitness center, etc. At least 5 years of successful association management experience required. Should be an exceptional communicator, highly organized, with above average knowledge and experience with large budgets (current circa \$1.2 million). Must have exceptional communication and interpersonal skills and be committed to providing exemplary customer service. Salary and 50 percent medical. Job #10943

### PANHANDLE:

**CAM** needed for small Destin homeowners association. At least 1–2 years



of CAM management experience required. Must be a can-do person and a quick learner. Must have QuickBooks knowledge and experience. Job #11439

### Community association manager

for gulf-front Panama City Beach association. Will need to be versed in all facets of CAM management, including running the day-to-day operations of the association, communication with owners, billings, accounting, contract negotiation, and review of vendors. The ideal candidate is a CAM who wants to work directly for the unit owners and has at least 5 years of experience running a condominium and has at least 10 years of experience in the field. This person would be in charge of all facets of the association and would have authority coupled with responsibility to represent the unit owner’s best interest. Job #11429

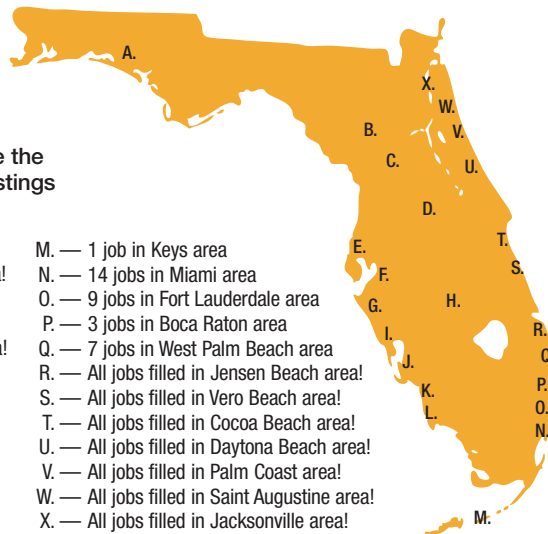
### PUNTA GORDA:

**Portfolio manager** for associations from Punta Gorda to Cape Coral. Will be responsible for 12 condominiums and homeowners associations. Must have

## Statewide Job Availability

Visit [CondoJobs.com](http://CondoJobs.com) to see the most current map and job listings

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|---|---|
| A. — 4 jobs in Panhandle area             | M. — 1 job in Keys area                       |
| B. — All jobs filled in Gainesville area! | N. — 14 jobs in Miami area                    |
| C. — 1 job in Ocala area                  | O. — 9 jobs in Fort Lauderdale area           |
| D. — 8 jobs in Orlando area               | P. — 3 jobs in Boca Raton area                |
| E. — All jobs filled in Clearwater area!  | Q. — 7 jobs in West Palm Beach area           |
| F. — 2 jobs in Tampa area                 | R. — All jobs filled in Jensen Beach area!    |
| G. — 3 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. — 1 job in Sarasota area               | U. — All jobs filled in Daytona Beach area!   |
| J. — 1 job in Punta Gorda area            | V. — All jobs filled in Palm Coast area!      |
| K. — 1 job in Fort Myers area             | W. — All jobs filled in Saint Augustine area! |
| L. — 3 jobs in Naples area                | X. — All jobs filled in Jacksonville area!    |



## Letter from the Field

Hi Lisa,

First, I want to thank you for all of the help you have given Southgate in our search for a community association manager. We have signed a contract with Peter Benedetto. Your professionalism and fairness will certainly place your agency on our recommended list should we hear of other condominiums in the market for managers, and I am certain that Peter will also shout your praises.

Should you need any further information, please do not hesitate to contact me.

Patty Paradowski, president  
Southgate, South Palm Beach

previous experience in high-rise buildings and mechanical systems. Salary with car and cell phone allowance. Job #10406

#### **SARASOTA:**

**CAM manager** for 200+ unit association in Sarasota. Must be a strong manager and a problem solver. Mechanical, landscaping, irrigation, lighting, electrical, and communication skills would be an asset. Real estate and pool licenses preferred. Job #11459

## Featured Job of the Month

**General manager** for small ocean-front resort in Pompano Beach. Will be responsible for providing an environment for residents to enjoy a relaxing and memorable vacation. Must be customer-service oriented, highly organized, skilled in public relations, and knowledgeable of general office operations. Experience in people management necessary. Job description: Manage a staff of 10–15 people in the areas of reservations, general office, bookkeeping, housekeeping, and facilities maintenance. Prepare a yearly budget for board approval. Track collections and expense objectives and present monthly manager's reports to the board. Requires an astute understanding of resort financials. Work with audit firm to present an audited year-end financial statement. Short-term and long-term planning. Prepare and manage short-term projects (1–3 month) to assure fiscal well being and facilities upkeep and meet agreed upon objectives within the budget. Define and present to the board long-term (3–12 months) suggestions to improve resort operations and continued upkeep of the resort. Interface with owners and guest to assure service levels and accommodations meet a high level of acceptance. Be aware of and assure adherence to all city and state statutes and code requirements for timeshare and condominium associations. Perform regular unit inspections to ensure that resort standards are met. Working shifts require Saturdays and holidays. Job #11460

#### **SEBRING:**

**Resort manager** for recently completed ownership RV resort in the Okeechobee area. Emphasis on dealing with owners, tenants, and maintaining all buildings and property. Must have previous experience managing large RV community, with a CPO designation preferred. Proficient on computers, organized, and able to lead others. Salary plus full hookup site. Job #11446

**Licensed CAM manager** for 350+ RV resort in Okeechobee County. Must have condominium management experience and be able to read and explain a financial statement. Will attend board meetings and work with the board. Knowledge of Florida condominium statutes required. Must have excellent management skills, work independently, take initiative, and be responsible for employees. Knowledge of maintenance and good communication skills required. Job #11435

#### **TAMPA:**

**Experienced portfolio manager** needed for Polk County associations. Must be computer literate with good communication skills. The ability to work unsupervised is necessary. Job #11431

#### **WEST PALM BEACH:**

**Association manager** for beautiful, active, 55-and-over condominium in Lake Worth. Immediate opening. Job #10751.

**CAM** for 300+ unit Boynton Beach condominium. Skills needed will be organizational and excellent Word and Excel, as well as customer service for this very busy one-person office. The position has one direct report maintenance and the janitorial is outsourced. Immediate opening. Salary and free health insurance. Job #11450

## Job Filled!

**Harbour House in Palm Beach has hired Stephen Ernst as their CAM manager**

**CAM manager** for high-rise on the intracoastal in West Palm Beach. Must have financial knowledge, a very strong accounting background, a general mechanical understanding, project management experience, and the ability to delegate authority. Excellent customer relation skills are needed. Job #10061



**Part-time manager** needed for Boynton Beach association, 20 hours per week. Must be able to multi-task, with excellent organizational, follow-up, and people skills. Knowledge of irrigation, landscaping, and maintenance required. Responsibilities include supervision of vendors and staff, rules violations, and attendance at meetings. Minimum 3 years of experience. Job #10690

*We are now working to fill 74 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; Email: Lisa@CondoJobs.com; Website: **CondoJobs.com**. ■*

## CondoJobs Recruiting Service...

...is Florida's premier recruiting service dedicated to meeting the needs of community association board members and managers for 23 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.