

Open Jobs

BOCA RATON:

Full-time, on-site manager needed for an upscale, oceanfront condominium in Highland Beach. Must have experience in managing high-rise condominiums and be able to interact with the board and residents, while also effectively dealing with personnel and vendors. Job #11600

CAM manager for a 200+ unit homeowners association in Delray Beach. Must have a significant ability to work with people. Developer experience would be helpful. This position requires one week-end day per week, with a corresponding day off during the week. Job #11596

CLEARWATER:

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 lakefront dock facilities; negotiating vendor contracts; directing homeowner services; assisting in the preparation and administration of the budget; advising the board; and carrying out policies. Job #10528.

Job Filled!

Jacques Charette recently accepted the position of community association manager with Southgate Condominium in South Palm Beach

FORT LAUDERDALE:

Condominium manager for a Hollywood association. A mechanical and/or engineering background is preferred. Must be strong in maintenance experience and knowledge. Good project management and communication skills are required. Will deal with contractors, oversee vendors and projects, and be very involved in upgrading the facilities. At least 3-5 years of CAM experience necessary. Prefer bilingual, English/Spanish. Job #10592

Community association manager with a minimum of 5 years relevant condominium experience for a 150+ unit high-rise luxury, oceanfront Fort Lauderdale area condominium. Must be diplomatic and have strong

From Lisa

When board members are interviewing managers for the association, it is their goal to learn about the qualifications and experience of the candidates. Interview questions and scenarios should be prepared in advance of the interviews and the same questions should be used in each interview. The questions should relate to the specific duties and responsibilities of the position, as well as the needs of the community. They can also include past work experience, long-term goals, strengths and weaknesses, and management style. At the completion of the interviews the board members can compare notes and thoughts on the applicants. This will assist them in making an informed hiring decision.



Lisa

Lisa Pinder

communications, computer, and interpersonal skills. Financial, legal, maintenance, and construction knowledge required. Operating budget in excess of \$2 million. Reports directly to the board of directors. Supervises up to 20 staff including security, maintenance, and housekeeping. All information kept confidential. Job #10618

FORT MYERS:

Community association manager for high-end condominium association in Fort Myers. Ability to make decisions with attention to instructions of the board, along with strong staff supervision and communications are required. Combination of administrative and hands-on management skills is optimum, including outside, building and lawn maintenance. Good computer skills are required. Job #11363

JENSEN BEACH:

Part-time experienced association manager for a 55+ golf and tennis community in the Treasure Coast, 3-4 days per week. Must have homeowners association management experience, strong computer skills with a working knowledge of QuickBooks, knowledge of Florida homeowners association law, the temperament to deal with day-to-day association business,

excellent communication skills, and the ability to work well with owners, guests, and the general public pleasantly. Job #11370

Experienced office assistant for a 55+ community in the Treasure Coast, CAM license not required. Must be organized, have excellent phone skills, a pleasant personality, and computer experience with knowledge of QuickBooks. Competitive pay and benefits. Job #11595



KEYS:

Resident manager for an 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:

Condominium manager for a developer controlled condominium conversion in Miami, immediate opening. At least 5 years of community association management experience required. Must be very knowledgeable of accounting principles and good at learning new software. Solid leadership and communication skills are necessary. Job #11599

Bilingual manager for a gorgeous community in Kendall, immediate opening.

Job Filled!

Moorings at Edgewater in Lakewood Ranch has hired George Staples as their manager

Featured Job of the Month

Community association manager with a minimum of 5 years of relevant condominium experience for a 150+ unit high-rise oceanfront Pompano Beach area condominium. Must be diplomatic and have strong communication, computer, and interpersonal skills. Financial, legal, maintenance, and construction knowledge required. Operating budget in excess of \$1.5 million. Reports directly to the board of directors. Supervises up to 15 staff members, including security, maintenance, and housekeeping. Requirements:

- Dependability
- Ability to accept directives
- Strong working knowledge of QuickBooks
- Working knowledge of cooling towers, generators, and the effect of salt air and wind on equipment
- Working knowledge of air conditioning and condensate lines, electrical, and plumbing
- Ability to do general repairs and maintenance Job #10954

Good entry level position. Prefer a new CAM, will train. Must have a strong personality and be able to take care of business. English/Spanish required. Job #11574

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:

Director of Management for a fast growing management company in the Orlando area. Will manage a very small portfolio of communities, but will mainly be responsible for supervising, guiding, and mentoring the CAM managers. Must be highly qualified and experienced. Job #11603

Seasoned CAM for a 55+ homeowners association in Orlando. Must have experience with large luxury associations. Strong operation and hospitality background helpful. Job #11447

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

SARASOTA:

Condominium manager for a condominium in Sarasota. Will consider part-time, 24 hours per week, as well as full-time managers. Excellent people skills are required.

Letters to Lisa

To whom it may concern:

Pelican Cove Condominium Association is a gated, 731-unit condominium, one of the largest under a single board in the state of Florida. A Search Committee was formed to find a replacement for the general manager. With a campus of some 75 acres, an 86-slip boat harbor, six swimming pools, three club houses, four tennis courts, a staff of more than 40 people, and a budget approaching \$5 million, this is an unusually challenging position. Despite the busyness of the season, our search, evaluation, selection, and hiring was completed in roughly 2 months. In the process, we employed local advertising and a national job recruitment firm. We looked at more than 100 resumes and offered interviews to seven applicants.

As chair of the Search Committee, it is my considered judgment that our best resource for finding viable candidates, including the person ultimately hired, was **CondoJobs.com**, the recruitment service of *Florida Community Association Journal*. I therefore recommend that a search for any Florida community association management candidate begin with **CondoJobs.com**.

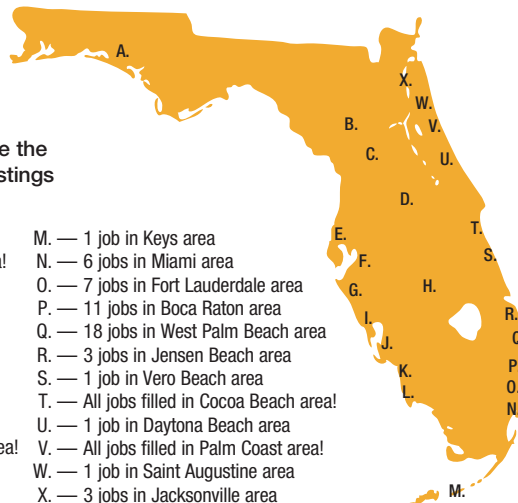
Sincerely,

T. Guy Spencer, Pelican Cove Condominium, Sarasota, Florida

Statewide Job Availability

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

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|---|---|
| A. — 5 jobs in Panhandle area | M. — 1 job in Keys area |
| B. — All jobs filled in Gainesville area! | N. — 6 jobs in Miami area |
| C. — All jobs filled in Ocala area! | O. — 7 jobs in Fort Lauderdale area |
| D. — 9 jobs in Orlando area | P. — 11 jobs in Boca Raton area |
| E. — 3 jobs in Clearwater area | Q. — 18 jobs in West Palm Beach area |
| F. — 11 jobs in Tampa area | R. — 3 jobs in Jensen Beach area |
| G. — 1 job in Bradenton area | S. — 1 job in Vero Beach area |
| H. — 2 jobs in Sebring area | T. — All jobs filled in Cocoa Beach area! |
| I. — 3 jobs in Sarasota area | U. — 1 job 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. — 1 job in Naples area | X. — 3 jobs in Jacksonville area |



Featured Job of the Month

Director of Association Management for a Northwest Florida management company. They are looking to expand to Sarasota and Clearwater and are interested in candidates in those areas that would have an interest in relocating to the corporate office in Panama City Beach to oversee the existing portfolio while assisting with expansion in Sarasota, Clearwater, and surrounding areas. Successful candidate will possess:

- Multi-unit management experience (at least five years).
- Minimum five years resort tier community experience.
- Strong knowledge of financials and budgeting in complex environments.
- Business development experience related to seeking and executing management contracts.
- CAM license, PCAM preferred
- Strong work ethic Job #11604

Must have good bookkeeping and computer skills, including QuickBooks experience. Will work with residents, renters, and vendors. Will consider live-on and live-off managers, 2-bedroom, 2-bathroom apartment available. Job #11602

CAM manager for a Venice community association. Strong accounting skills required. Desired talents include: real estate license, strong knowledge of QuickBooks, open attitude regarding communication with an active board of directors and community, knowledge of water/sewer plants. Job #11576

SEBRING:

Licensed CAM for a community association in Sebring. Will be responsible for all aspects of the day-to-day operations: accounts receivable, accounts payable, banking, payroll, staffing, association management. Will work closely with the president and treasurer. Must have a valid driver's license and be very computer literate, MS Office and QuickBooks. Website experience a plus. Job #11591

TAMPA:

Part-time community association manager for a condominium in Lakeland, 4 hours per day, Monday through Thursday.

Requires 5 years of condominium management experience. Duties include managing daily operations, overseeing existing maintenance worker, lawn company, vendor contacts, billings, and rules enforcement. The association has stable reserves and long-term board members. Job #11605

Manager for a waterfront, adult community in Saint Petersburg. Must have the appropriate education and proven skills in community association management. Experience in budgeting, administration, maintenance, and security required. The ideal candidate will have a CAM license and a real estate license. Job #11597

Job Filled!

Hillcrest East 24 in Hollywood selected Phil Antico as a CAM manager for their community

VERO BEACH:

Portfolio manager for associations in Sebastian, Vero Beach, and Indian River Shores. At least 3 years of licensed CAM experience preferred. Must have lots of energy! Experience with facilities management, budgeting, problem solving, and customer service required. Job #10546

WEST PALM BEACH:

Condominium manager for a large association in Lake Worth. Must have a minimum of 2 years of community association management experience. Should have strong experience managing multiple maintenance projects. Requirements include strong diplomatic and problem solving skills, strong experience in community improvements, especially in areas of painting, building, construction and landscaping projects. Strong knowledge of Florida statutes and association budgets, effective communication skills, and the ability to manage multiple projects simultaneously. Good computer skills including MS Word, Excel, and Outlook. Salary, medical, dental, life insurance, paid holidays, vacation, personal, sick days, and matching 401k retirement plan. Job #11582

Full-time hard working licensed CAM manager for Palm Beach Gardens/Jupiter area. Prefer a minimum of two years portfolio experience, but would train the right person if they have a good related background, such as being a board member for a few years. Must be a team player. Excellent written and communication skills. Attend board meetings. Take minutes, type



up the minutes, and take actions based on the minutes. You must be self-motivated, excellent organizational skills, time management skills, and be a problem solver. Experience with budgets, TOPS, Word, and Excel a must. Seeking an honest, trustworthy individual willing to work hard and stay with the company for many years. Job #10766

We are now working to fill 83 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; 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.