

Property Administrator Responsibilities: • Assist Property Managers in the day to day operations of a portfolio of Homeowner Associations • Communicate with Board, Resident and Owners • Apply and adhere to company standards and Florida applicable legislation • Assist in the preparation of regular board meetings • Assist in notification to homeowners of community restrictions • Provide excellent customer service and deal with issues to ensure positive Board relationships are maintained Experience & Qualifications: • Experience assisting a portfolio of communities is a plus • Strong problem solver with ability to build positive relationships with Boards and Residents • Confident personality with the ability to work independently and with minimal supervision • Self-starter with a pro-active approach to association management • Must be proficient in MS Office Suite software -- Word, Excel and Outlook. • Good interpersonal skills and professionalism is required • In exchange for your expertise and stable work history, we offer competitive pay, a comprehensive health care benefit package, 401k, vacation, and paid holidays.

Email your resume to: cnash@sovereign-jacobs.com