

Part- Time (30 hours per week) **Licensed Community Association Manager** in our Ponte Vedra Office

Responsibilities:

- Manage the day to day operations of a portfolio of Homeowner Associations
- Review financial statements, prepare budgets and present to Boards
- Market to homeowner associations within the area to acquire management contracts
- Communicate with Board, Resident and Owners
- Apply and adhere to company standards and Florida applicable legislation
- Prepare for and attend regular board meetings as required
- Enforce community restrictions
- Conduct regular property inspections to ensure curb appeal
- Solicit bids, negotiate contracts, manage Vendors and verify contractor information
- Provide excellent customer service and deal with issues to ensure positive Board relationships are maintained

Experience & Qualifications:

- 3+ years' experience managing a portfolio of communities as Licensed Community Association Manager is required
- 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
- LCAM is required
- . In exchange for your expertise and stable work history, we offer competitive pay.

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