

**Job Title:** Property Manager, Condominium Portfolio

**Summary:** Oversees and coordinates all fiscal, operational functions and activities associated with each homeowner's association.

**Responsibilities:**

- Prepares annual budget for operating and reserves.
- Provides long-term fiscal planning and analyzes the property's cash requirements.
- Maintains complete and accurate vendor, insurance and legal records.
- Prepares maintenance schedules and monitors progress.
- Enforces rules and regulations of the association.
- Maintains open communication with residents and trustees via telephone, site visits, email and meetings.
- Evaluates all contracts for the association and makes recommendations to the board for practical cost savings and efficiency.
- Oversees the management of the facilities provided by outside contractors and vendors.
- Facilitates, supervises and schedules the activities of contractors, vendor personnel and suppliers.
- Monitors contracts for compliance and control costs and general expenditures.
- Performs quality control inspections to ensure adherence to contract specifications and industry standards.
- Solicits bids for maintenance contracts/construction projects and participates in the selection of contractors.
- Reviews monthly reports and prepares variance reports for trustees.
- Attend, on average, two nightly Trustee and/or Owners meetings per week.
- Take accurate minutes of these meetings and follow up with necessary action items in a reasonable and timely manner.
- Effectively presents information and responds to questions from groups of managers, clients, customers and the general public.

**Skills:**

- Discretion and confidentiality
- Excellent verbal, written and interpersonal communication skills
- Self-starter that thrives in a fast-paced, dynamic work environment
- Effective time management and organization skills
- Ability to work well with all levels of the organization, outside clients and vendors
- Focused on customer service
- Strong attention to detail
- Ability to multi-task and effectively prioritize
- Professionalism
- Team-player

**Qualifications:**

- Bachelor's degree from four-year college or university
- 2-4 years related experience and/ or training
- Proficiency in Microsoft Office, Word, Excel and property management software
- Knowledge of the contracting process and associated local, state, federal and other regulations
- Knowledge of property management principles, procedures and standards as applied to public facilities
- Expected to obtain the Certified Manager Community Associations designation from the Community Associations Institute