

## Community Manager in Training (CMIT)

### **Job Summary**

Established HOA Management Company with cutting edge technology and a family oriented work environment is looking for an experienced, organized, service-oriented professional interested in becoming a community manager working closely with community associations' boards of directors to manage communities. After initial training period, communities assigned may include both single-family homes and condominiums. The position includes aspects of both a project manager and an account executive.

**PLEASE NOTE:** This is for a Community Manager of Homeowners and Condominium Associations, not rental property or apartment management.

Minimum 2 years of customer service, management, assistant community manager, property management, leasing and apartment management, or other related experience preferred.

If you are currently an administrative assistant with over one year of experience working with community managers and you are looking for a promotion, please apply.

### **Responsibilities and Duties**

Performing primary functions of managing condominium and homeowners associations

Scheduling and attending board meetings

Drafting correspondence, newsletters and requests for proposals

Responding to service and other requests

Tracking work orders, with thorough and prompt follow up

Reviewing financial statements and preparing annual budgets

Enforcing community rules (including CC&Rs)

Providing superior service and promptly responding to homeowners

Managing community vendors

Managing maintenance projects

### **Qualifications and Skills**

Minimum 2 years of customer service, management, assistant community manager, property management, leasing and apartment management, or other related experience preferred. Customer service experience required. Ideal candidate will have exceptional communication, computer, troubleshooting, and problem solving skills.

### **Benefits**

Competitive salary, commensurate with experience  
Excellent benefits package available