

Seeking a full-time, licensed manager immediately for a small portfolio. Office hours Monday-Friday 8-4:30 PM Salary plus benefits package.

GENERAL RESPONSIBILITIES:

- Primary representative of Associated Professional Services, Inc. in fulfilling the company's contractual obligations to clients as assigned, while reporting directly to the VP.
- Development of individual management plans and budgets designed to achieve the goals and objectives of the property owners.
- Implementation of individual management plans through effective direction, supervision, training and contractors to attain desired goals.
- Maintenance of good communications and harmonious relationships with supervisors, board members and vendors.
- Production of written reports required of community manager as outlined in corporate policy and procedure manuals in quantity, quality, and regularity prescribed.
- Maintain a high level of ethical integrity, professionalism and loyalty, good work habits and attendance and strive to improve knowledge and education.

SPECIFIC DUTIES:

- Regular property inspections to identify items requiring attention and preparation of a follow up letter or list of actions to be taken.
- Monitor/verify performance of contractors assigned to carry out specific tasks.
- Monitor and require compliance by outside contractors for all regular service agreements.
- Supervise regular common area maintenance and preventive maintenance of properties.
- Act as liaison between board, homeowners, vendors, etc.
- Respond to emergencies on a 24 hour on-call basis.
- Respond to homeowner inquiries and requests.
- Review monthly financials for accuracy.
- Draft and type/word process letters and memos to board members, homeowners, vendors, employees, management company personnel, etc.
- Research legal requirements of associations and properties managed and provide recommendations for compliance.
- Preparation of annual budgets and supporting documents.
- Attend meetings scheduled by boards.
- Record minutes
- Assist board in selection of professionals, including, attorneys, auditors and common area vendors.

- Ensure compliance with company policy regarding insurance and licensing requirements for vendors.
- Miscellaneous duties as assigned.

QUALIFICATIONS:

- Ability to operate effectively office equipment and systems including, phones, calculators, typewriters, personal computers, etc.
- Proficient in MS Office (Excel, Word, PowerPoint).
- Experience with VMS (Village Management Software)
- Must have personal transportation, current driver's license and automobile insurance coverage.

MUST SUBMIT RESUME WITH SALARY REQUIREMENTS

Job Type: Full-time

Required experience:

- Nevada community management: 4 years

Required licenses or certifications:

- Valid driver's license and personal transportation
- Nevada Community Manager Certificate

PLEASE SEND RESUME TO Aperrine@apsmanagement.com