

CAM - Licensed Community Association Manager

Contract position for our 55+ Home Owners Association in Southeast Las Vegas

*****Must have current Nevada license as a Community Association Manager*****

Salary is DOE

The candidate for this position will possess:

- Detailed knowledge of NRS 116 and governing documents of common-interest communities.
- A professional appearance and demeanor (in person and telephone).
- Superior skills in providing the best customer service possible
- The ability to demonstrate a professional, pleasant attitude when dealing with homeowners, the Board of Directors, and staff.
- Excellent oral and written communication skills.
- Proficient organizational, multi-task, and time management skills.

Responsibilities include, but are not limited to:

- Compliance with NRS 116 and governing documents of the association to ensure compliance with rules & regulations.
- Advise the Board the of Directors for providing the best leadership possible according to governing documents.
- Schedule, Notice, prepare documents for, and attend all Board meetings.
- Perform standard CAM duties including inspections, homeowner fines and violations, financial operations, budget preparation and maintenance, contract management, staff supervision, calendar maintenance and other duties as assigned.

Qualifications include:

- Current NV Community Association Manager License.
- No less than two years of experience as a CAM
- A valid driver's license and insured vehicle
- Knowledge of all MS Office software; a good understanding of computer software and operations; HOA office procedures; human resources; payroll; HOA accounting; and staff supervision.

We are looking for an immediate hire. Application deadline is July 25, 2017. Please submit your resume and a detailed cover letter explaining why you are the best candidate for this position; what you like most about being a CAM; voluntary or paid experience working in a 55+ setting; when your license expires; your salary expectations and a date when you can start.

EMAIL: president@dimeiiihoa.com