

Job description

Level Community Management is seeking a licensed community association manager for portfolio HOA management. Must hold active CAM license with the State of Nevada and have a minimum of 2 years experience as a community association manager.

Our ideal candidate will:

- be well organized and efficient at multitasking/time management
- possess excellent customer service skills and with an ability to establish and maintain relationships
- have working knowledge of NRS 116, NRS 116A, NAC 116 and NAC 116A and industry best practices
- have excellent written and verbal communication skills
- work well independently and ask for help when necessary
- have experience managing condominiums, including coordinating water leak insurance claims
- hold professional industry designations, or have a desire to obtain designations (CMCA, AMS, PCAM)
- be available to attend board meetings outside of normal business hours
- have a cheerful outlook and growth mindset

Please send your resume to Ann.Copeland@levelprop.com