

Job Specification Community Association Manager

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| Company Description | RealManage is a property management firm that manages over 300 community associations from under 100 units to over 7,000 units in Arizona, California, Nevada, Colorado, Florida, Louisiana and Texas, including homeowner associations (HOAs), condominium associations, cooperatives, luxury high-rises, municipal utility districts and large master-planned communities. |
| Work Location | Houston, TX |
| Title | Community Association Manager - CAM |
| Reports to | Dir. Of Community Association Management - DCAM |
| Responsibilities | Portfolio Management of a community association portfolio including managing boards of directors and committees, managing vendors, analyzing financial statements and budgets, managing deed restriction enforcement, managing regular board meetings and annual meetings and other duties as assigned . |
| Requirements | <ul style="list-style-type: none"> • Minimum 2-3 years community management experience • Developer portfolio experience • Familiar with vendor management and construction and maintenance issues • Understanding of Community Association business and financial statements • Ability to motivate, cultivate and negotiate with committees • Professional verbal and written communication skills • Strong Computer Skills: Word, spreadsheets and Database applications • Strong organizational and time management skills • High integrity, honesty and professionalism • Exceptionally strong customer service orientation • Certification preferred |
| Career Path | This position is on the career path to become a Senior Community Association Manager and Director of Community Association Management. |
| Compensation | Commensurate with experience |
| Benefits Summary | Health / Dental Insurance: Blue Cross Blue Shield 401 (k) Program: ADP Retirement Services |
| Contact | <ul style="list-style-type: none"> - Email: careers@realmanage.com - URL: www.realmanage.com |