



## **POSITION SEEKING:**

### **Property/Association Manager**

#### **Position Details/Benefits:**

- Full-Time Salary Position \$47,000-52,000 (depending on experience)
- Full-Time Benefits allowance package
- Tuition reimbursement (if applicable)
- Mileage Reimbursement (if applicable)
- Bonus Incentive available 10% of salary

Community Management Services, Inc. is an organization that specializes in the Management of Community (Condo, Townhome & HOA/POA) Associations.

We are seeking a Community Association Manager to join our team! Our group is experienced in management and we have a growth plan that focuses on building strong relationships with our clients. Our goal is to surpass the expectations of our customers with superior customer service and knowledge. This role is based out of our Nora office with travel including but not limited to Community Associations within the suburbs of Indianapolis and surrounding areas.

*Job functions include, but are not limited to:*

- Ability to work on an independent & remote basis as well as maintain in-office hours & mandatory meetings.
- A Community Association Manager is responsible for the day-to-day operations of several community associations.
- This position requires the ability to work with Homeowner, Board Members and other team members within the organization.
- This position is responsible for attending 4 to 6 Board meetings per month usually held in the evening hours between 7pm and 9pm.
- The Community Association Manager will be responsible for mentoring, training and maintaining the Company's relationship with each community that they are responsible for managing. Additionally, this position will be

responsible for communication between the Board and individual homeowners.

- This position requires the ability to negotiate and work with outside contractors and vendors for the needs of the community.
- This position is responsible for deed restrictions, common area maintenance, all obligations of the association, etc.
- This position will be one of the vital “faces of the company” to the communities as a whole; Board of Directors, committees, contractors, vendors, developers/builders and property owners.

### **POSITION REQUIREMENTS**

- Candidates must be professional in both appearance and character.
- Self-motivated, but willing to ask questions and seek help when needed.
- Must be a team player and willing to help other managers and staff members.
- Strong interpersonal, supervisory and customer service skills are required.
- Able to set priorities, plan, organize, and delegate effectively.
- Strong written and verbal communication skills. Must have command of the English language both written and verbal.
- Excellent phone & email etiquette.
- Ability to work effectively under time constraints and deadlines.
- Must be computer literate, proficient in Microsoft Word, Excel, Outlook, and the Internet.
- Must be able to read, understand, and explain financial statements including balance sheets, income statements and general ledger.
- Previous experience in the Community Association Management industry is preferred, but we are willing to train the right person if you have extensive Customer Service experience and a “can do” attitude.
- Must pass criminal background check & Drug Screening.