



15300 N. 90th Street, Suite 800, Scottsdale, AZ, 85260
O: 480.355.1190 | F: 480.355.1191 | www.azcms.com

Job Description

Administrative and Community Standards Coordinator

The Community Standards Coordinator is responsible for implementing the covenant enforcement application process for a portfolio of HOA's. Performs property inspections on a weekly basis or as stated by the BOD, resolve covenant enforcement matters for the community based on approved guidelines. Assist as a liaison to both Review committees/Board of Directors on a monthly basis and provides recommendations on actions that should be taken to obtain compliance. Responsible for the preparation of minutes/recommendations to the Review Committee/Board of Directors and tracking/coordination of the fine process, including notifications, verifications, and file maintenance. Assists in the creation and adoption of violation policies based upon State Statutes and the Community Associations governing documents. Provides information, assistance, materials and education to new and existing homeowners regarding the benefits of Association living and the impact of the Deed Restrictions. Additional duties or job functions may be required as deemed necessary.

The ideal candidate will have experience in a homeowner association operation; have a working knowledge of both the legal process for the community in regards to fines, assessments, liens and the state statutes regarding due process.

- Ability to communicate in English effectively both orally and in writing.
- Must be organized, have a good work ethic, computer skills including MS Office programs including Outlook, Word and Excel are required.
- Must be flexible in scheduling as some required meetings will be at night or on weekends.
- A current driver's license is also required and a reliable vehicle with current AZ registration.
- High School diploma or equivalent.

AZCMS is a sixteen-year company that has been devoted to management of master planned and condominium communities. The AZCMS corporate office is located in Scottsdale, with our HOA clients spread throughout Scottsdale, Phoenix, Cave Creek, Chandler, Peoria and other East and West Valley areas.

If you are interested in this position, please submit your resume to jobopportunities@azcms.com.

Job Type: Full-time
Pay Rate: \$18/hr.-\$22/hr. TBD and based on experience.
Benefits: Offered and Car Allowance

Application Questions:

- 1.) What is the longest job you have ever stayed at?
- 2.) What job did you have that required talking to clients? Explain.
- 3.) How many years HOA experience do you have?
- 4.) How many years of administrative experience do you have?
- 5.) How many years of customer service experience do you have?
- 6.) Do you speak English?
- 7.) Are you able to work full-time 8am-5pm?

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