

Job Title

Luxury High Rise General Manager – Esplanade Place

Area of Interest

General Manager-High Rise

Job Description

Arizona Community Management Services (AZCMS) is a privately held company that manages over 65 Associations in the greater Scottsdale area. We have over 18 years of experience offering exceptional management to some of the most exclusive communities in the valley.

AZCMS is seeking an onsite **High Rise General Manager** for our luxury high-rise association, **Esplanade Place**, located in Phoenix (Biltmore Area). Send resumes to Frank Puma at fpuma@azcms.com.

Salary/Benefits

Salary: \$100,000+ (Based on Experience) - USD per year

Benefits: Medical, Dental, Vision, Life Insurance, Simple IRA, PTO

Requirements

- 3-5 years of onsite high-rise General Manager experience. Luxury experience is a plus!
- Experience leading an onsite Team
- Professional Management Development Program (PMDP) through CAI.

Skill/Qualifications

- Keen knowledge of budgets and the budgets process.
- Strong knowledge of audits, reserve studies, bidding process, and Association governing documents.
- Strong verbal and written communication skills. Effective Presentation skills.
- Exceptional time management and ability to work independently.
- Commitment to following up on all issues in a timely manner.
- Superior concierge type skills.
- Creates a management report, which depicts an update on administrative items, a financial overview, actual condition of the property, progress of specific projects, and makes clear and concise recommendations.
- Supervise on-site team members. Develop specifications and continually evaluate service needs and performance in all areas of maintenance and management. Encourages staff to behave in a professional manner and comply with company's safety standards. Motivates staff to work as a team.
- Maintain complete and accurate property files and records, according to department systems, with an emphasis on documentation for future reference. Coordinate with headquarters support staff on management company procedures for processing and distributing information. Provide prompt, detailed and accurate general status reports on all properties assigned.

ESPLANADE *Place*

- Sets and adheres to the highest standards of performance and instills them in the staff by personal follow-up to ensure that the service is being delivered.
- Keeps up to date equipment maintenance logs, inventory, and update preventive maintenance manual quarterly.
- Supports AZCMS's values, philosophy, goals and adheres to AZCMS policies.

