



ONSITE CONDOMINIUM MANAGER
For Luxury Community in North Phoenix

Are you looking to make a difference in the industry of Homeowner Association Management? Here at City Property Management, our family-owned company has been doing that for over 40 years. Our home-grown HOA management company partners with Homeowner Association Boards and residents to create value and an unmatched experience for those we serve. We are looking for an On-Site Condominium Community Manager to manage a gated condominium community in North Phoenix. The right candidate has at least 2 years of HOA portfolio, on-site or property management experience, is client centric, is an effective problem solver, and enjoys building relationships. The ideal candidate is proactive, organized, and has a high attention to detail. Our Community Managers are supported by a full team including community assistants, accountants, and customer service representatives so you can focus your efforts on larger projects and providing the best experience in community management.

Responsibilities are but not limited to:

- Communication and relationship building with board of directors
- Oversee day-to-day operations and maintenance for all common areas and association provided services.
- Authorize the use of HOA funds consistent with the budget and authority granted by the Board of Directors.
- Attract, retain, and manage HOA maintenance personnel.
- Administer a competitive bidding process to retain and oversee third-party service contracts as needed to maintain the high aesthetic and safety standards of the community.
- Facilitate Board of Directors activities including meetings, short- and long-term plan development, governing standards development, and budget development.
- Provide community-wide communications on a regular and consistent basis.
- Conduct inspections of the community's common areas and active construction sites to ensure proper site maintenance and compliance with architectural standards and Association CC&R's.
- Administer a transparent and consistent remediation process to address non-compliance with Association covenants or governing standards as needed
- Oversee and monitor the access control system and other systems in use by the HOA.
- Coordinate after-hours emergency response for Association business.

Qualities & Characteristics

- Computer and Information Systems, email, calendar
- Excellent written and verbal skills
- Ability to work independently and meet deadlines
- Organized and the ability to multi-task
- CAAM or CMCA designation preferred but not required

Please contact resumes to Ken Falltrick at Ken.falltrick@cityproperty.com