



JOB ADD POSTING

Job Title:	Property Manager	Job Code/ Req #:	1000
Location:	Atlanta, GA	Travel Required:	No
Salary Range:	TBD	Position Type:	Full Time
HR Contact:	Schreka McKinney		
Date posted:	June 1, 2011	Posting Expires:	Until Filled
External posting:	Yes	Internal posting:	Yes
Applications Accepted By:			
Fax or E-mail:			
(404) 745-0055 or hr@condominiumconcepts.com			
Subject Line: Attention: [HR Department RE: Job Code/Req# and Title]			
Job Description			
<p>ROLES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Manage all aspects of a home owners association • Effectively communicate with the Board of Directors, owners, residents, vendors, and employees • Ensure compliance of Declaration of Condominium, By-Laws, and Rules & Regulations • Prepare weekly/monthly administrative and maintenance reports accurately and timely • Collection of monthly assessment fees • Schedule, prepare meeting package, and attend monthly Board of Director meetings • Provide support and resources to the Board of Directors • Coordinate bids and contract preparation for the Board of Directors approval • Prepare the annual budget • Effectively operate HOA software <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Community Association Manager license or Georgia Real Estate License required • Condominium management experience required <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • 2+ years Property Management experience with condominium required • Some practical knowledge of Owner Association legal documents • Excellent written and verbal communication skills • Proficiency in budget preparation and control • Positive attitude and superior listening skills • Computer proficiency in Microsoft Office Applications <p>ADDITIONAL NOTES</p> <p>None</p>			
Reviewed By:		Date:	
Approved By:	Schreka McKinney	Date:	
Last Updated By:		Date/Time:	