



## Community Administrator

Vision is a top 5 community management firm that provides professional management, consulting, and accounting services for Homeowners, Condominium, and Townhome Associations. This position is responsible for assisting Community Managers with Association related items such as homeowner and vendor communication, work order follow-up, enforcement of community rules and regulations, meeting attendance, and other duties as assigned by the Executive Team. The ideal candidate has over 2 years' experience as an Administrative Assistant, and possesses strong computer knowledge, excellent customer service, and communication skills. HOA experience is a plus!

- Provide daily administrative support for assigned portfolio
- Provide the utmost in customer service to clients
- Process time sensitive violation notifications
- Process Association mailings as assigned
- Reply to customer inquiries via telephone, email, written correspondence
- Submit and track work orders
- Process Architectural Requests
- Schedule clubhouse reservations, distribute gate transmitters, pool keys, and other equipment as required by each Association's policies and procedures.
- Attend Association meetings as assigned by Supervisors
- Become knowledgeable of assigned portfolios, state law as it pertains to the industry, and company policies to better serve clients
- Filing and scanning
- Assist other departments as needed and assigned by Supervisors
- Professional grammar, written communication, and use of proper email etiquette
- Work within a team environment
- Attendance of occasional corporate events
- Other duties as assigned by Supervisors

Our Visionary Team offers you a collection of diverse perspectives and life experiences. We are a collection of seasoned professionals in the community association industry and industry newcomers who are brimming with original and innovative ideas. If you'd like to join a team of VISIONARY professionals dedicated to providing quality services, we'd like to hear from you.

### Benefits:

Competitive Salary Structure

Health Insurance

Dental Insurance

401K Plan

Paid Holidays

Vacation/PTO

Supplemental Benefits

Awards/Recognition of Service

Training Programs at Vision University