



Experienced Community Manager – Phoenix, AZ Area

Vision Community Management, a top 5 community management firm that provides professional management, consulting & accounting services for Homeowners, Condominium, and Townhome Associations. Due to exponential growth we are currently in need of experienced community managers throughout the valley. We're looking for the best candidates who love serving people, and want to help them maintain and improve the communities they live in. We believe that we have a unique and superior team approach to how we serve our customers. If you want to work for the best, we want to meet you!

We are currently in need of an Experienced Community Manager for the Phoenix, AZ area

Hours of work: Monday – Friday, occasional weekend + evening board meetings 45+ hours

The Experienced Community Manager is responsible for the day to day operations of up to (8) non-profit corporations. The manager must:

- Provide guidance to board members and homeowners.
- Communicate with vendors, board members, and homeowners daily.
- Attend evening board meetings, prepare weekly management reports and manage action item lists for each community.
- Perform regular site visits in order to maintain knowledge of the community while proactively overseeing the maintenance and administering compliance procedures.
- Respond to email and phone calls daily. Process homeowner requests timely and report items to the Board.
- Serve as liaison between Board, homeowners and vendors.
- Participate in company sponsored education, credentialing classes & seminars
- Experienced Community Manager Requirements
- Display a positive team player attitude with the ability to multi-task.
- Must have excellent interpersonal, verbal and written communication skills.
- Organization skills are critical and computer proficiency is required.
- Previous HOA management experience of at least 2+ years
- Condominium management experience a plus.
- Must be able to provide proof of a valid driver's license and auto insurance
- Experienced Community Manager Benefits / Compensation
- Salary \$50K + , depending upon experience
- 401(k)
- Company paid medical & dental
- Education & credentialing
- Opportunities for advancement in a fast growing company

FOCUSING ON YOUR COMMUNITY'S FUTURE