



Olympia Management Services (OMS) is a high-quality, hands-on Community Association Management company. Big results set us apart. How we achieve those results is even more unique. Personalized service, dedication to fostering relationships, a tailor-made management program for each community we serve, and superior value transparently delivered are OMS hallmarks. Providing clear and concise communication to our clientele also sets us apart. Owners feel recognized and board members have direct lines of communication with key management personnel. We ensure that financial information is accurate and quick to arrive. In addition, each residential community and commercial property we serve benefits from our vast experience of providing the best management services to some of the most respected communities in the Valley. To learn more, visit [www.olympiamanagementservices.com](http://www.olympiamanagementservices.com).

## **COMMUNITY STANDARDS INSPECTOR**

The Community Standards Inspector is responsible for driving the communities for compliance with each association's guidelines and governing documents.

### **ESSENTIAL DUTIES / RESPONSIBILITIES**

- Learn each community's covenants and restrictions as well as follow any Board requests regarding enforcement.
- Conduct drive through inspections noting any property violations as well as common area issues.
- Take photographs of any violation and attach to the homeowner's record through management software.
- Prepare and send violation notices generated by daily inspections.

### **QUALIFICATIONS / REQUIREMENTS**

- Strong communication and organizational skills
- Attention to detail and high level of accuracy
- Excellent time management
- Computer proficiency
- Professional appearance
- Must represent the organization in a positive and professional manner
- Works well in a team environment
- Able to work with a diverse group of people
- Ability to see, write, read, count, identify shade of colors, perceive depth, and hearing is needed to perform the essential functions of this job
- Experience working in common-interest communities in Nevada is preferred
- Must have a minimum of a High School Diploma or equivalent
- Negative drug screen
- Valid Nevada State issued driver's license

### **PHYSICAL DEMANDS**

A majority of the daily duties are in a company provided vehicle. Work is performed inside and/or outside an office. Work may be exposed to a variety of weather conditions and outdoor elements, such as heat and inclement cold weather.

Above all, must have a positive attitude, be able to adapt to sudden changes in schedules and priorities, and present a professional demeanor in all situations.

Job Type: Full-time. Only qualified candidates will be considered. EOE/Drug Free Workplace.

Location: Las Vegas, NV

Please send resumes to: [sgilliam@olympiacompanies.com](mailto:sgilliam@olympiacompanies.com)