



Community Association Manager

Olympia Management Services is seeking an experienced Nevada licensed Community Association Manager with a positive attitude and a passion for the industry.

Qualifications / Requirements:

- Must hold a valid Nevada issued CAM license
- Portfolio management experience desired
- Condominium experience desired
- Working knowledge of all basic association management functions
- Functional knowledge of VMS management software desired
- Exemplary customer service in dealing with residents, committees, and board members
- Works well in a team environment
- Superior verbal and written communication skills
- Strong organizational skills and the ability to multi-task
- Strong problem-solving abilities
- Excellent time management
- Must represent the organization in a positive and professional manner

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

Only qualified candidates will be considered. Salary is DOE with benefits.

EOE/Drug Free Workplace.

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.