LEVEL COMMUNITY MANAGEMENT

Taking Your Community to the Next Level

EXPERIENCED LARGE SCALE ONSITE COMMUNITY MANAGER SOUGHT FOR BEAUTIFUL 1000+ DOOR COMMUNITY

- Salary negotiable

Level Community Management is seeking a fully licensed CAM for full time placement as an onsite community manager. Candidates must have no less than two years of prior experience as an onsite manager.

Qualified candidates must be well organized and efficient at multitasking and must possess excellent customer service and rapport building skills. An understanding of how to successfully navigate the politics of a large scale master community association is a must. The person selected for this position will have a proactive approach to identifying and assisting with correction of property issues and overseeing vendors.

Additional qualifications include:

- Excellent time management skills
- Excellent written and verbal communication skills
- Excellent understanding of matters related to finance for a budget of more than $1,000,000
- Work well independently
- Prior experience with oversight of staff

- Physical ability to conduct site walks for compliance inspections, vendor meetings and inspections for common area maintenance issues and vendor service issues is required.

Individuals with professional industry designations, to include CMCA, AMS and PCAM and/or status as a Supervising Community Managers will be given favorable consideration.

The position entails prepping for and attending one to three evening meetings a month.

Additional tasks include, but are not limited to, proactive oversight of maintenance and community enhancement tasks, and detailed communication with the Board on the same.

Salary is negotiable and based on experience. Inquiries/responses to this posting will be kept confidential.

Please email your resume and a cover letter to Ashley Livingston at ashley.livingston@levelprop.com in order to be considered for this position.

About us: Level Community Management is a service-oriented community management company that has been in business in Las Vegas for more than a decade.