



## **SEEKING LICENSED COMMUNITY MANAGER PORTFOLIO**

Level Community Management is seeking a licensed CAM for portfolio management.

Qualified candidates must be well organized and efficient at multitasking and must possess excellent customer service and rapport building skills.

Additional qualifications include:

- Working knowledge of NRS 116 and industry practices
- Excellent time management skills
- Excellent written and verbal communication skills
- Work well independently
- Prior experience managing different types of associations
- Professional industry designations are a plus (CMCA, AMS, PCAM)

The position entails prepping for and attending board meetings outside of normal business hours.

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

The CAM selected for this position will manage a portfolio of no more than 9 clients. Portfolio to be made of a reasonable mix of single family home properties, townhomes, and condominium properties. An administrative assistant will be assigned.

As a mid-sized, service oriented community management company, we offer our employees competitive pay and benefits and a comfortable place to call their professional home. We boast a top notch accounting department. Financials are accurate and produced by mid-month. And we offer support to the managers in drafting budgets and hosting budget workshops. Managers

Level Community Management  
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Las Vegas, NV 89148  
(702) 433-0149 Fax: (702)444-2416  
[www.levelprop.com](http://www.levelprop.com)



do not have to perform violation inspections as our dedicated compliance inspectors handle the monthly inspections. Our emphasis is on providing the support needed to allow the licensed managers to manage!

Benefits include:

Paid holidays with some office closures typically scheduled between 12/25 and 1/1.

Competitive PTO and health, dental and vision benefits package

CAM referral bonus program

Up to one M-200 level class expense reimbursement per year

Paid annual membership to NACM

Interested candidates should contact Ashley Livingston at [Ashley.livingston@levelprop.com](mailto:Ashley.livingston@levelprop.com) or 702-433-0149.

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