



SUN CITY ANTHEM COMMUNITY ASSOCIATION, INC

Job Announcement

Assistant Community Manager

Salaried/ Exempt - \$52,000 – 65,000/year depending on experience

POSITION SUMMARY

Provide clerical, administrative, and managerial assistance for Sun City Anthem Community Association to include accurate record keeping and publishing of Association Board of Directors' business. Ensure that all support and service is conducted and fulfilled in a manner consistent with the goals and objectives of the COO and the Community Association.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

Essential responsibilities may include but are not limited to the following:

- Provide department administrative assistance specifically for the COO, Board of Directors, and CAM. Specific duties include typing correspondence, memo and reports; composing correspondence; coordinating production of conferences, meetings, etc. to include travel arrangements, room accommodations, preparation of visual materials, file storage inventory / maintenance, etc. Independently follow up on projects delegated, exhibiting initiative and judgment to take on projects, which do not require supervisor's time and involvement.
- Keep the calendar for the COO and CAM ensuring that meetings and Community Association events/activities are posted with proper times and locations.
- Be the first point of contact with the residents (homeowners and tenants), and other internal and external customers assisting them with informational requests. Be able to respond adequately or funnel the request to the appropriate party.
- Assist in preparation of the BOD Book and ensure its posting on the Association's website in advance of the BOD meetings.
- Attend all Board meetings with COO, CAM and Director of Accounting and compose Board meeting minutes.
- Ensure all Board meeting audio recordings are taken and filed accordingly.
- Responsible for the accurate record keeping of Community Association Board of Directors minutes of Board meetings.



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- Attend assigned Committee meetings and compose their meeting agendas and minutes accordingly.
- Maintain department files; orders department supplies and maintains appropriate inventory levels.
- Set up and monitors manager meetings.
- Perform other duties as directed by the COO PHYSICAL REQUIREMENTS
- Physically and intellectually capable of operating a computer, printer, ten-key calculator, telephone, copier, fax, and other business equipment.
- Physical ability to move about to accomplish tasks related to the position.
- Ability to express or exchange information by means of the spoken word.
- Mentally alert and detail-oriented with good reasoning skills.
- Ability to use the utmost discretion regarding sensitive department or Community Association information.
- Good organizational skills and ability to deal effectively with people.
- Possess a valid Nevada driver's license.
- Ability to work extended hours, days, weekends, and holidays when necessary.

WORKING CONDITIONS

- Ability to work constructively and cheerfully in an environment that may be stressful due to adversarial situations resulting from the proper performance of the department's mission.
- May be required to participate in more than one assignment at a time with frequent interruptions, changes, and delays. Ability to multi-task effectively, remain focused and work effectively, efficiently, and positively under such circumstances.
- Work area consists of clean, open, spacious, well-lit, controlled temperature environment.

EQUIPMENT USED

Windows based computer, printer, mouse, copier, fax, scanner, scanner, multi-line telephone/voice mail, digital camera, walkie-talkie, and VMS

REQUIRED EDUCATION, TRAINING, AND WORK EXPERIENCE

- At least 2+ years of Homeowner Association experience preferred.
- PROV-CAM license at a minimum - fully licensed CAM preferred,



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- High degree of accuracy and attention to detail
- Certified Notary or ability to obtain notary commission in the State of Nevada
- Has strong interpersonal and customer service skills
- Able to effectively present information and respond to questions from co-workers, residents, and customers
- Good verbal and written communication skills.
- Complies with all Company Policies and Procedures and safety guidelines.
- Able to use the utmost discretion regarding sensitive department or company information.

SAFETY

Incumbent is required to comply with established safe work practices and attend all safety-related training provided or made available by the Association.

COMPANY FUNDS - This position does not have access to company funds.

CONFIDENTIAL INFORMATION – This position may have access to confidential information.

TO APPLY

<https://SCACAI.easyapply.co>

OR

TEXT "86269" to 844-311-6432

(standard rates may apply)

NO PHONE CALLS

EOE DFWP

11/03/2020