
Community Association Manager (CAM)

Job Description

Teleos Management Group (TMG) is always interested in qualified candidates for a Community Association Manager to provide services to our homeowner associations (HOA). This position will start as a part-time independent contractor (portfolio manager) working 25+ hours a week with the luxury to work remotely.

The selected candidate must take initiative in completing projects; have strong organizational and problem-solving skills; be a team player and work well independently.

The description includes (but not limited to):

- Liaison with the board of directors and homeowners
- Deliver quality customer service experience to homeowner associations
- Review and understand financial reporting, budgeting, manage resources, risk management, maintenance, and insurance
- Experience in managing and overseeing contractors
- Plan, prepare and attend all Homeowner Board, special and member meetings
- Covenant enforcement
- Respond to phone calls and emails during regular business hours
- Ability to handle multiple assignments with a high level of professionalism and integrity
- Must be personable and service-oriented with a high standard for client satisfaction
- Ability to solve problems proactively
- Proficiency with Microsoft Word, Excel, Outlook, and knowledge of property management software (AppFolio experience a plus)
- Licensure/Accreditations: CAM (Community Association Manager) License (preferred) or ability/commitment to obtain within 4 months

Requirements:

- A minimum of 2 years in the profession of Community Association Management or in property management field
- Personable, professional in appearance and comfortable speaking to all members and guests
- Ability to work remotely and attend night board meetings
- Strong organizational and problem-solving skills
- Ability to make solid decisions and lead people

To apply for this position, please submit a resume, cover letter, and salary requirements. Please visit the following website to find out more about Teleos: www.teleos-services.com

**** Employment with Teleos is contingent upon the successful completion of a background check and skills testing****

Job Type: Contract