



375 N. Stephanie Street, Suite 911 • Henderson, NV 89014
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CAM or Provisional Community Manager

Nicklin Community Management Services has been a family-owned company in the valley for over 20 years and is continually growing. Nicklin strives to maintain an excellent work environment for their employees and has several employees that have been with Nicklin for over 15 years. Nicklin is different from your typical corporate company. You are not a number but instead a welcomed team member.

We are not your average company; we take pride in working as a team!

Duties include but are not limited to:

- Supervise the operation and administration of the Association in accordance with the management agreement and the Association's policies and procedures.
- Act as or oversee the primary liaison with the Association's Board of Directors and homeowners as needed.
- Perform/Direct administrative and management duties as requested by the Board of Directors and in accordance with the management agreement.
- Ensure NCMS community management tools are being effectively developed and utilized, such as the annual calendar, action item list, resolution worksheets, timed agendas, RFP matrixes, committee charters, procurement procedures, FY operating budget, etc.
- Review monthly financial reports and ensure management summary is submitted to the association's Board of Directors.
- Provide and oversee recommendations to the Association Board of Directors and committees regarding significant capital expenditures as required to maintain the desired community appearance and operation.
- Monitor corporate and client delinquency rates and collections process for account portfolio.
- Attend Board meetings per the management agreement and community events as needed.
- Prepare Board packages according to established time frames.
- Ensure the Board of Directors is aware of legal actions involving the Association.
- Maintain unit and contract files relating to the operations of the Association.
- Assist the Board of Directors with the architectural review process and routine inspections.
- Coordinate and oversees the inspection of building facilities and common areas and arrange appropriate follow-up actions as required.
- Oversee the AP process by NCMS processes and procedures.
- Other duties as assigned.

QUALIFICATIONS

- Nevada CAM license or provisional license required.
- Knowledge of Microsoft Office products (Word, Excel, Outlook, etc.) at a proficient level.
- Knowledge of communities/property/real estate and homeowners associations.
- Knowledge of the role of the association board and the Community Association Manager and how those roles interface with homeowners' requests.
- Knowledge of routine business correspondence (grammar, structure, punctuation, spelling, etc.) at a proficient level.
- Knowledge of conflict resolution techniques at a proficient level.
- Professional communication skills (phone, interpersonal, written, verbal, etc.).
- Professional customer service skills.
- Self-motivated, proactive, detail-oriented, and a team player.
- Time management and time-critical prioritization skills.

Job Type: Full-time

Benefits:

- Dental Insurance with employer contribution
- Health insurance with employer contribution
- Aflac insurance with employer contribution
- Paid time off included 12 paid holidays
- Vision insurance with employer contribution
- Administrative staff
- Inspector/compliance department
- Mailing department
- Flexibility

If you would like to be a part of the Nicklin Team, please email Jsacco@nicklincm.com.