



## **Seeking licensed Community Manager for Portfolio Management**

Thank you for taking a look at our ad! We are seeking a manager to take over a portfolio of 15 Associations. Some are really small, some are medium and a couple are busy. So, it would be a good mix; not too busy; not too boring 😊

We manage as a team so the potential candidate would be the primary manager with the secondary always CC'd on emails. Both managers will be kept up to speed this way.

Varalino Community Management has a small, dynamic and boutique office atmosphere with focus on “teamwork” not “I” work. Our mission is to empower the coworker and support wherever we can.

The office hours will be 9:30am – 6:00pm Monday through Thursday. Fridays we are closed.

Meetings in the evening are required, regardless of the format. We prefer a manager that is ok with in person if needed, at the office or on-site.

Salaried position – holidays paid. Pay is negotiable based on experience.

- Current and active NV Community Manager license (provisional OK)
- Excellent time management skills
- Excellent communication skills
- Grammar and punctuation are essential and a must
- Typing 25 wpm minimum
- Ability to respond to emails within 48 hours
- Honesty and Integrity in all that you do
- [www.varalino.com](http://www.varalino.com) – check out our website!

Email resumes to [careers@varalino.com](mailto:careers@varalino.com) – We look forward to speaking with you