



## Community Manager

### Compensation - \$23.00 per hour

BBCM LLC is seeking an On-Site Community Manager that is a creative and energetic individual with an outgoing personality, positive attitude, and strong work ethic to join our team at a growing boutique Las Vegas Community Management Company. Provisional and fully Licensed CAMs will be considered for the ideal candidate. We pride ourselves on our supportive atmosphere and drive to make our team members successful. This is a great opportunity for somebody to begin a long-term career with an up and coming company with ample opportunity for growth. The ideal applicant will be self-motivated and have excellent organizational skills, exemplary customer service skills, attention to detail, well-spoken verbally and in writing with the ability to communicate well with others. Must be decisive and solution oriented with the ability to work independently and multi-task in a fast-paced environment. We offer a competitive compensation and benefits package, including offered medical coverage, paid time off, paid holidays and realistically manageable portfolios.

Applicant's responsibilities will include, but are not limited to:

- Community Association Managers are responsible for all aspects of the management and day-to-day implementation of procedures and programs for each Association that will ensure a well-managed and maintained property. We place the highest emphasis on positive response to the concerns and needs of Association Board Members and Homeowners.
- Computer skills in Microsoft Office (Word, Excel, and Outlook). Experience in Association Management Software is helpful but training is provided on the utilized company software.
- Ability to work with a team. Managers are responsible for management of team members, including but not limited to annual performance evaluations and reporting disciplinary actions to the supervising manager. Managers are supported by back-of-house staff and the ability to communicate effectively with the team is essential.
- Operations Management: Responsible for the day-to-day operations of all aspects of communities to ensure excellent service.
- Property Maintenance: Solicit bids, provide comparisons, track accountability, and build professional relationships with vendors, and monitor all maintenance programs and aesthetic appearances relating to the property.
- Owner Representation: The ultimate liaison for all resolutions of the property, utilizing ample research and sound business judgment to resolve issues and conflicts.
- Communication: Manages individual account information with the utmost confidentiality, communicating both oral and written information professionally and effectively.
- Develop and monitor property budgets on a timely basis in a manner that supports the financial expectations of the Board and Association.
- Coordinates and negotiates vendor contracts for property services in accordance with the management agreement.



3265 N. Fort Apache Rd. #160  
Las Vegas, NV. 89129  
702-953-2226  
[www.bbcmnv.com](http://www.bbcmnv.com)



- Prepares a board package to the Board of Directors consisting of a management report outlining actions required, proposals, correspondence, and financial reporting.
- Prepare agenda, attend, and facilitate Board meetings and create minutes for Board of Director meetings.
- Provide fiscal management, including, but not limited to reviewing and approving invoices, coordinating tax preparation and reserve study updates, and reviewing completed financial statements for accuracy prior to distributing to the Board.
- Daily use of company software, Outlook, Word and Excel documents for communication, organization, and detailed follow-through.

## Requirements

- Community Association Management License (CAM or Provisional CAM)
- Driver's License
- Comprehensive knowledge of Microsoft Outlook, Excel, and Word
- Knowledge of NRS 116
- Knowledge of typical business correspondence (grammar, structure, punctuation, spelling, etc.) at a proficient level.
- Knowledge of conflict resolution techniques
- 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.
- Ability to meet deadlines and address time-sensitive issues
- Superior multi-tasking skills
- Adaptable and dependable with a solid attendance record
- Display a professional and respectful demeanor toward all staff, residents, guests, and vendors

Please submit your resume and license information via email to [Jill@bbcmnv.com](mailto:Jill@bbcmnv.com).

Thank you for your interest in joining our Team. We are looking forward to receiving your resume.



3265 N. Fort Apache Rd. #160  
Las Vegas, NV. 89129  
702-953-2226  
[www.bbcmnv.com](http://www.bbcmnv.com)