



Pinnacle Community Association Management is seeking a Nevada licensed Community Association Manager for portfolio management.

Candidates must possess the following:

- Excellent organizational skills
- Efficient time management and multitasking skills
- Candidate must be customer service oriented and a team player
- Must have working knowledge of NRS 116 and HOA industry practices
- Excellent written and verbal communication skills
- Must be able to work well independently
- Must have a minimum of three (3) years HOA management experience

Additional tasks include, but are not limited to, hands-on oversight of maintenance and community projects, oversight of association vendors, monthly community inspections, oversight and review of association finances, oversight of legal matters/insurance claims, and detailed communication with the Board regarding community affairs.

The CAM selected for this position will manage a portfolio consisting of single-family home communities, townhomes, and condominium properties located in Las Vegas, N. Las Vegas, and Henderson. An administrative assistant will be assigned.

Pinnacle offers a competitive salary, benefits package to include health and dental, PTO, and Paid Holidays.

If you are interested in joining a great team with a welcoming work environment, please send your resume and references to info@pcamlv.com.