

High-Rise Condominium Executive Manager

Pinnacle Community Association Management is seeking a Nevada licensed Community Manager for an onsite High-Rise position. We are looking for a master multi-tasker with excellent communication skills and an upbeat attitude.

Job Description and Roles of the Executive Manager

The Executive Manager plans, directs, and implements policies and procedures that protect community values and ensure first-class service for its residents and guests. This is a hands-on leadership position responsible for overseeing the operational, administrative, financial, human resources, maintenance, and security functions of the community. Under the general supervision and in association with the Board of Directors, the Executive Manager fosters an environment of unparalleled customer service in a fiscally responsible and compliant manner.

Key Responsibilities*

- Oversees all HR functions. Supervises the hiring and management of full-time employees, vendors, and contractors. Ensures that staff follow code of conduct, laws, regulations, and safety procedures while performing duties. Administers payroll.
- Monitors finances. Prepares and maintains logs for payments received onsite for various transactions such as monthly assessments, key fobs, A/C filters, etc.
- Fields and documents resident feedback. Remedies situations as necessary to ensure highest resident and guest safety and satisfaction. Acts as liaison with counsel if legal action is required.
- Solicits bids for maintenance, construction and other community projects, and participates in the selection of contractors and vendors for all services.
- Assists with monitoring compliance with and enforcement of the Governing Documents.
- Assists in the review of the community insurance program. Assists in the preparation of reports and insurance claims for damages to Association property.
- Inspects the repair and maintenance of equipment and building components and reviews invoices to confirm work completion and contract compliance.
- Prepares recommendations for collection action on delinquent accounts and acts as liaison with legal department and Association counsel and Board.
- Works under the direction of the Board to provide meeting guidelines for the Board of Directors, assists in the preparation and posting of the agenda for meetings of the Association and committee meetings, and in the preparation of the Annual Budget and coordination of Board Meetings.
- Inspects the community and its facilities to determine maintenance and security needs. Maintains full written report of all accidents or claims for property damage and personal injury relating to the ownership and maintenance of the common elements and operation of the Association.
- Performs all responsibilities while demonstrating outstanding customer service skills.

Minimum Qualifications:

- A Bachelor's degree with a concentration in Business, or the equivalent combination of education and experience.
- CAM certification/licensure per the State of NV.
- Five-plus (5+) years of Community Association management or related business experience, and a thorough understanding of Nevada HOA laws and regulations.
- Strong accounting skills, including the keen knowledge of budgets and the budgeting process, as well as audits, reserve studies, bidding process, and Association governing documents.
- Outstanding customer service and interpersonal skills, including high proficiency in written and verbal communication, an attention to detail, critical thinking, problem-solving, and prioritizing.
- Willingness to work extended hours and weekends as necessitated by special circumstances such as emergencies or building projects. Ability to travel off-site should the need arise.
- Able to navigate the property/building (inside and outside) as required to meet the job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred Qualifications (inclusive of minimum qualifications)*:

- CMCA, AMS, PCAM certification/licensure.
- Vertical community/high-rise management experience.
- Accounting skills to include: Standards of Accounting, knowledge of regulatory standards, general business knowledge, software proficiency, and data analysis.
- Multiple language fluency.

Benefits:

- Health insurance - including medical, prescriptions coverage, and dental.
- Paid time off.
- Paid holidays, as set forth by the Board.

***Disclaimer:** This is not an all-inclusive list, and may be revised by the Board of Directors, at their discretion.

Please send resume and references to: HRPCAM@outlook.com