

Portfolio Community Manager

Level Community Management is seeking a licensed community association manager for portfolio HOA management.

Qualified candidates must be well organized and efficient at multitasking and must possess excellent customer service and rapport building skills.

Additional qualifications include:

- **MUST HAVE** - Active Community Association Manager or Provisional Community Association Manager license through Nevada Real Estate Division (please, do not apply if you do not hold this license through the state)
- Working knowledge of NRS 116 and industry practices
- Excellent time management skills
- Excellent written and verbal communication skills
- Work well independently
- Prior experience managing condos is a plus
- Professional industry designations are a plus (CMCA, AMS, PCAM)

The position entails prepping for and attending board meetings outside of normal business hours.

Additional tasks include, but are not limited to, proactive oversight of maintenance and community enhancement tasks, oversight of association vendors, oversight and review of association finances and detailed communication with the Board on the same.

Level Community Management's employee structure emphasizes support for the managers and sharing of resources. The CAM selected for this position will manage a mixed portfolio up to 9 clients that are a mix of condos/townhomes and single family. As a mid-sized, service-oriented community management company, we offer our employees competitive pay and benefits and a comfortable place to call their professional home. Our employees are a valued group of specialized individuals rather than a sea of names and faces.

Interested candidates should contact Ashley Livingston at Level Community Management, Ashley.livingston@levelprop.com.

Employee will have to work evenings for scheduled board meetings, but the typical work day is 9AM to 5 PM.

Work Remotely: Limited remote work

This Job Is Ideal for Someone Who Is:

- Dependable
- People-oriented
- Detail-oriented
- Autonomous/Independent
- Innovative

Job Type: Full-time

Salary: \$50,000.00 - \$65,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance
- 9 paid holidays and 2 floating holidays