

# THE PROPERTY GROUP

**Position:** Community Associate/ Provisional CAM

**The Property Group** is seeking a highly motivated and experienced individual to join our community management division.

The Property Group is a real estate brokerage and management firm that has been in business in the Las Vegas valley for over 35 years. We specialize in management of single family homes and community management.

## **Job Description:**

As the Community Associate / Provisional CAM you will provide clerical, and administrative support to the Managers and other team members and work with HOA Board of Directors to fulfill goals and objectives of the community. We are looking for an individual who is a licensed CAM or has goals to become one and build a portfolio.

## **Responsibilities:**

- Perform administrative duties for Manager and other team members.
- Coordinate and schedule board meetings,
- Maintain community records, correspondence, and documentation.
- Uphold a professional and service-oriented approach in all interactions.
- Assist in organizing and coordinating community events and activities.
- Maintain and update resident databases and contact lists.
- Respond to resident inquiries and provide customer service.
- Assist with the preparation of reports, presentations, and other communications materials.
- Maintain confidentiality of sensitive information.
- Perform other duties and responsibilities as assigned by management.

Please note that this is not an exhaustive list, and additional responsibilities may be assigned based on the needs of the company.

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### Requirements:

- High school diploma or equivalent (Associate or Bachelor's degree preferred)
- Minimum of 2 years of administrative experience, preferably in a community management setting
- Proficient in Microsoft Office, Excel and other relevant software applications
- Excellent organizational skills and attention to detail
- Strong written and verbal communication skills
- Ability to prioritize tasks, work independently, and handle multiple projects simultaneously.
- Professional demeanor, integrity, and a commitment to exceptional service

Compensation based on experience.

Please submit your resume and cover letter to Debbie Whitworth via email [dwhitworth@tpglv.net](mailto:dwhitworth@tpglv.net). Only qualified applicants will be considered for interviews.