



Community Portfolio Manager

Community Portfolio Manager (San Diego)

Compensation: DOE (Must have Community/Property Management experience)

We are always looking for those creative, passionate people who want to be part of a team dedicated to improving the wellness of each client we serve. Our culture is one where every employee is provided with a clear path towards growth and development. Training and Mentor-ship is provided, and here your ideas and problem solving abilities are rewarded. We are a premier community management company with an exciting career opportunity for an experienced, top-notch Community Manager for our portfolio of current and new clients, located in our San Diego office. This is a full-time exempt salary position. We offer a competitive salary, the opportunity to work from home, and one of the most generous benefits packages available in our industry which includes:

Eligibility for Medical and Dental Insurance -- 75% paid by employer (employee only)

80 hours of paid vacation time per year

56 hours of paid sick time per year

401K Plan -- employer matches up to 4%

Community Manager Office Hours are Mon-Fri 8:30am-4:00pm

PAID NATIONAL HOLIDAYS:

New Year's Day

Martin Luther King Jr.

Washington's Birthday

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Menas Realty Company encourages open communication and the sharing of ideas for the betterment of our team and our clients.

Position Summary:

Each Community Portfolio Manager has responsibility for managing the assigned portfolio of community associations. Community Managers have contact with Boards of Directors, Homeowners, and private contractors serving the association. The manager

will handle homeowners' calls, assign work orders, solicit bids, process design review requests, handle notices and violations, do financial data review.

Community Managers are required to maintain the highest degree of professionalism in all aspects when interfacing with board members and homeowners and through materials created for each community. They are to display integrity, loyalty, confidentiality, and professionalism at all times with co-workers and clients as well as adhere to the company's highest standards of ethics and dress code.

- Essential Duties and Responsibilities:
- Manage a portfolio of associations as assigned by management
- Interface and resolve issues as reported by board members and homeowners
- Develop written communications to homeowners on non-compliance issues, meetings, and annual calendar events
- Meet contractual obligations for each community budget responsibility
- Relegate work orders as assigned by Supervisors to assure that the work orders are correctly routed
- Track and report on key action items and deliverable's
- Diligently approve invoices for each association
- Conduct regular property inspections, dictate reports, and carry out all appropriate actions
- Guide, mentor, and assist the respective Board of Directors to make sound, prudent, and lawful business decisions
- Complete all daily, monthly, and annual deliverable's as scheduled
- Attend and facilitate regular and annual board meetings
- Take notes and dictate minutes for all regular, special, and annual meetings
- Review all Association financial statements on a monthly basis
- Prepare a Management and Directors' Report for each Board meeting
- Interact with all Associations' contractors and colleagues on behalf of the Board
- Track and follow through on all issues of non-compliance
- Attend monthly staff meetings
- Ensure the continuation of all contracted services, insurance, etc.
- Ensure compliance with all applicable Civil Codes and Corporation Codes
- Participate in after-hours On-Call when necessary

Qualifications and Reasonable Accommodations: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skills, and abilities required for successful job performance. Reasonable accommodations will be discussed and considered to enable individuals with disabilities to perform the essential functions of this job.

Qualifications, Education and/ or Experience:

- Minimum of two (2) years community association management experience
- Proven ability to manage associations to the satisfaction of the Board of Directors
- College degree preferred.
- Good grammar, spelling and letter composition skills
- Professional manner and appearance
- Dependable, punctual and reliable
- Self-starter with good organizational skills and the ability to prioritize
- Ability to multi-task
- Strong customer service mentality
- Excellent time management skills
- Ability to maintain an organized work environment
- Ability to work with a variety of personalities such as homeowners, Board members, vendors, etc.
- Ability to tactfully communicate questions, ideas, and concerns to others
- Proficient in using MS Outlook, Word, and Excel
- Skilled at note-taking and composing meeting minutes
- Ability to deal with clients and contractors/colleagues in a professional and courteous manner
- Ability to understand financial statements, audits, reserve studies, and Association governing documents
- Knowledge of budgets and the budgeting process

Computer Skills: Personal computer proficiency, including Microsoft Outlook, Word, Excel, and PowerPoint.

Certificates, Licenses, Registrations:

California Association of Community Managers Certification Preferred

Community Association Institute Certification Preferred

Valid California Driver's License

Valid Automobile Insurance

Other Qualifications:

Very Personable.

Outgoing and enthusiastic personality

Self-motivated

Assertive

Strong communication skills

Organized

Detail oriented

We are an Equal Opportunity Employer

Job Type: Full-time, Salary Exempt