

JOB DESCRIPTION

ASSISTANT MANAGER – CAPE MARCO CONDOMINIUM ASSOCIATION

Job Summary:

The Assistant Manager will report to the Manager of Cape Marco Condominium Association and will be responsible for the following functions and activities:

Duties/Responsibilities:

- Manage the data entry and on-going maintenance and updates of the Owner's documentation needed by the security system – this is in support of 683 units, many with multiple residents
- Manage the activation and data entry for transponders and fobs for all Cape Marco residents
- Manage the bill processing and payments including coding
- Schedule management of clubhouse card room and tennis courts
- Assist in review of monthly reconciliation with Cape Marco accountant and Treasurer
- Assist in the preparation of documents for the annual audit
- Assist in the preparation of the annual budget for Cape Marco
- Documentation and maintenance of Standard Operating Procedures as designated by the Manager and Cape Marco Board
- Preparation and distribution of the Board meeting notices.
- Maintain and manage content of Cape Marco website
- Preparation and distribution of communications to and with Cape Marco owners
- Represent Cape Marco in Condominium Association Organizations as designated by the Manager and Board

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Ability to create and present ideas, reports, and budgets in various formats.
- Ability to work both independently and collaboratively.
- Excellent time management skills with the ability to assign and delegate tasks as appropriate.
- Proficient with Microsoft Office Suite or related software.
- Proficient with QuickBooks software.
- Excellent organizational skills and attention to detail.

Education, Experience and Physical Requirements:

- Bachelor's degree in related field desired.
- Five (5) years of related experience in the industry desired.
- Prolonged periods sitting at a desk and working on a computer.