

Seeking a Resort Manager with a CAM license for a timeshare property located on Sanibel Island, Florida. Will be responsible for overseeing all aspects within the operation of the association.

**Qualifications:**

- Possess excellent interpersonal communication and problem solving skills having the ability to deal confidently with a wide diversity of people.
- Must be outgoing, friendly, efficient and hard working.
- Need to be a self starter and able to multitask effectively.
- Must be committed to customer service first with honesty and integrity.
- Proficient with technology i.e. computer, copier, scanner, fax, etc.
- Ability to develop and sustain positive and cooperative working relationships with management, the board, owners and vendors.
- 5+ years property management experience required.

**Responsibilities:**

- Being able to produce communications to the board, owners and vendors.
- Enforce the association's governing documents.
- Respond to all board inquiries and requests.
- Coordinates efforts with Management company for planning, budgeting and control of operating and capital expenditures.
- Obtain bids from vendors and follow through with progression of any projects.
- Responsible for reviewing and approving vendor invoices.
- Preparation for and attendance at board meetings, annual owner meetings, and budget meetings.
- Regular inspection of common elements and the property as a whole.
- Responding to and resolving owner's requests.
- Ensure all work orders submitted are completed.
- Oversight of on-site personnel.
- Responds to after-hours/emergency calls in a timely manner.
- Ensure all administrative processes involving personnel are handled on a timely basis (i.e. performance evaluations, timesheet/change of status forms, etc.)

**Benefits:**

- Salary plus health insurance, vacation, holidays and life insurance

**Send Resume To:** employerabc@aol.com