



## **COMMUNITY ASSOCIATION MANAGER - Tampa**

Terra is seeking a "Take Charge", motivated, licensed CAM to handle a portfolio of properties out of the Company's corporate office in Carrollwood, Hillsborough County, Florida. Properties will be both single family and condominium communities.

The CAM will operate under the general direction of the Board of Directors of our client Community Associations. The CAM will be responsible for overseeing and supervising the activities of the Community Associations to which he/she is assigned and must ensure that the Association is managed in accordance with Company guidelines, the Association's governing documents and Florida law. The CAM will work within the parameters of the approved annual budget, oversee expenditures and other related outlays for the Association, purchase services, equipment and supplies within approved budget amounts, and oversee the activities of the Association's vendors, service providers, committees and staff, as applicable. The CAM will conduct regular site visits and spearhead activities to ensure homeowner compliance with the community's governing documents.

The CAM will prepare monthly Management Reports for each of the assigned communities, attend and run Board meetings, and produce summary minutes of those meetings. The Cam will respond to and resolve homeowner inquiries regarding maintenance issues and Association requirements affecting the homeowners' property. The CAM will also answer homeowner inquiries regarding the Association's dues and assessments, and oversee collection efforts, including efforts of the Association's attorney.

This position is the nexus of all activities that go on in management of a Community Association. The CAM is responsible for seeing that everyone providing services (whether an employee of the Company, contract service provider, homeowner volunteer, or other) all come together in a way that satisfies the desires, needs and issues of the assigned Associations and its Boards of Directors. The CAM must be a leader. This is a front line position. The position also involves a high level of administrative paperwork and therefore the CAM must also be an effective administrator.

The successful candidate will have had exposure to community management with a prior management company. Success in this position requires a high degree of energy and excellent organizational skills. Experience with TOPS Association Management Software is a plus as is property maintenance experience. It is expected that the candidate will have a professional demeanor, good writing and speaking skills and be proficient in Microsoft Word, Excel and Outlook. Company dress is business casual. Reliable transportation is a must. This position requires attendance at community meetings which normally take place in the evening. Only CAMs with an active license need apply.

The Company offers competitive salaries, health insurance, 401k, paid vacation and personal time, other employment benefits and a professional work environment. Compensation for any particular candidate will be commensurate with ability and experience. To apply, please send cover letter, resume and writing sample to [jobs@terramanagers.com](mailto:jobs@terramanagers.com).