



Community Association Manager: Part-Time Inspector

Terra Management Services, LLC a Florida Community Association Management Firm seeks a motivated, licensed Florida Community Association Manager to assist other managers in the performance of community inspections. This entry-level position would operate from the company's office at Terra Corporate Center, located in the Carrollwood area.

Success in this position requires a high degree of energy and excellent organizational skills. Ability to use a tablet computer and to quickly learn Windows based 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 may require periodic attendance at community meetings which take place in the evening.

This is a part-time position starting at 2 days per week and may be increased to 3 days per week as needs require. Compensation range is \$16.00 - \$18.00/per hour. Travel reimbursement and mobile phone provided. This is an entry-level position and would be great for a CAM needing to gain practical experience. Training will be provided.

Terra Management Services, LLC is a Drug Free Workplace. Candidate will be required to pass a background investigation and drug screen.