



HOA Community Management

400 Regent Park Court, Suite 100
Greenville, SC 29607

Office: 864 277-4507 x6 Fax: 864 277-3308

EMPLOYMENT OPPORTUNITY:

Position: Property Manager / Association Manager Position

Property Manager / Association Manager position - Excellent salary potential

Experienced and energetic person seeking permanent, full-time position in association management.

Experience in the association management or business / office management field preferred.

Position includes, but is not limited to:

- * Acting as designated point of contact for assigned associations
- * Assisting boards in facilitation of annual meetings of the members
- * Familiar with QuickBooks accounting software
- * Accounts payable and receivable
- * Monthly financial reports to boards
- * Maintaining the association's permanent records
- * Assisting boards in preparing annual budgets
- * Issuing work orders and following to completion
- * Assisting boards with bids on maintenance and repairs to the common area facilities and amenities.

Administrative Specialist position - Excellent hourly salary based upon work experience

Experienced and energetic person who with experience and who demonstrates excellent skills in:

- * QuickBooks
- * Good phone and people skills
- * Quick learning abilities for specialized tasks

✓ Submit resume to: <mailto:arcdocs@hoaupstate.com>

Friday afternoon interviews being scheduled now

Excellent job opportunity for a professional – Please apply now!