

CHBIOA
Portfolio Association Manager/Super Hero
Job Posting

Join our team of Super Hero portfolio managers! The Community of Harbor Bay Isle Owners' Association (CHBIOA), located in beautiful Alameda, California, is looking for you! CHBIOA is a large-scale community with a master board and twenty project boards. When we are fully staffed, each portfolio manager has only four associations so they can provide exemplary customer service. Every association is located in this master community, the office is onsite and there is no being stuck in traffic going from location to location.

You:

Are you a People Person with three plus years of experience as an association manager? Are you a credentialed, excited, have high energy with great self-motivation? Are you an experienced and innovative **Portfolio Community Association Manager** who is known for great customer service and getting things done? Do you love to walk your Communities by the beach and the lagoon? Can you juggle a million things at once and smile while doing it? Do you enjoy learning laws that change every year and pride yourself on staying up to date and being flexible? Do you have great ideas you want to share? If the above describes you, you might be a Super Hero too, and we want you!

Extra Credit for anyone who has the ability to read minds or make the impossible possible. Any and all Super Hero skills are appreciated and welcome.

Job Description (includes but not limited to):

- Act as the hands-on management specialist and liaison for multiple HOA boards of directors.
- Manage and support Community Associations including all Association affairs and compliance issues in conjunction with Davis Sterling, the governing documents and our management contract.
- Assist homeowners and Associations with problem resolution
- Use the word "No" when necessary.
- Manage maintenance and projects of community common areas
- Work closely with vendors and boards to coordinate maintenance services
- Attend HOA Board meetings for your assigned associations

** we are also looking for a portfolio management supervisor (who will manage associations and provide guidance)

Qualifications:

Responsibilities include and require, working knowledge of the Davis Sterling Act, Association Management, Microsoft Word, Excel and Outlook, and an ability to learn Full Focus Software. Qualified candidates must possess strong leadership abilities along with excellent written and verbal communication skills while being able to provide high levels of customer service with

attention to detail and organization. Qualified candidates must know how to smile, provide answers within emails, phone calls, and to follow up with residents, vendors, and board members. They must work with a sense of urgency while following the rules and regulations, and understand that wherein not everything can be fixed the way the client wants it, we can still find ways to make the customer happy. **CCAM and/or CMCA required PCAM preferred, HOA management experience necessary.**

Company Benefits:

- Medical
- Dental
- 401(k)
- Paid vacation and sick leave
- Work with really fun and cool people
- Work within a single community
- Professional environment

Required experience:

- Portfolio Association Manager: 3 years

Salary Range:

- \$60,000 to \$80,000 DOQ

Required licenses or certifications:

- CCAM or CMCA
- PCAM (desired)
- PAM (desired)

Please list all relevant certifications.

To apply: Fill out the application located at our website HarborBay.Org <https://www.harborbay.org/employment/>. Or email: DJaeger@harborbay.org All applicants that wish to be considered should fill out the website, provide three professional references, list their certifications with expiration dates. No references will be checked prior to an offer being made, at which time a full background check will be completed.

EEOC:

***** We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.****