

**Job Title:** On-site Community Manager

**Department:** Corporate Office

**Location:** Mitchellville/Glenarden Maryland

**Classification:** Community Manager

**Hours:** Flexible hours, including evenings and weekends

SFMC, Inc. is currently seeking a qualified, experienced portfolio community manager to manage two communities in Maryland.

### **PRIMARY RESPONSIBILITIES**

- Manage the day-to-day operations of two HOA/Condo communities.
- Respond to the requests and questions of Board of Directors and Homeowners in a timely and professional manner.
- Budget preparation and management.
- Analyze financial statements.
- Perform community inspections.
- Ensure timely and accurate preparation of various reports.
- Board Meeting preparation and attendance.
- Negotiate contracts on behalf of the communities.
- Manage the performance of contractors to address community maintenance and services.

***Note: The documented Primary Responsibilities include but are not limited to the above listed items.***

This position has flexible hours, including evening board meetings and occasional weekend obligations. Flexibility is a must!

### **QUALIFICATIONS:**

- Community management experience preferred, CMCA designation is a plus.
- High School graduate.
- Highly motivated self-starter.
- Ability to work evenings and occasional weekends.
- Friendly and positive attitude.
- Excellent written and verbal communication skills.
- Customer service orientated.
- Proficient in Word and Excel.

To be considered for this opportunity, please submit your resume and salary requirements.

Employment is contingent upon pre-employment background check.