

Condominium Property Manager

KANSAS CITY METRO

Copaken-Brooks, LLC is a Kansas City-based, full service entrepreneurial commercial real estate firm specializing in corporate services, leasing, investment sales, and property management. We have 90 years of proven experience in playing a major role in where millions of people go to work and shop and were voted 2013 Small Business of the Year by the Kansas City Chamber of Commerce.

We are currently seeking a **Condominium Property Manager** who will effectively manage the daily operations of an assigned stand-alone condominium community consisting of: office administration, custodial, maintenance and security.

Responsibilities:

- Effectively manage the daily operations of assigned condominium community.
- Inspect and observe the operation of all common area spaces to insure conformance to building standards concerning their use.
- Investigate community owner complaints. Resolve problems as appropriate.
- Prepare and administer Annual Budget and Business Plans in conjunction with the community Finance Committee.
- Collect all monies, including dues, special assessments, fines, and direct owner expenses, etc.
- Approve all requisitions, purchase orders, and invoices.
- Recommend employee selection, transfers, promotions, and discharges. Responsible for training and development of staff.
- Establish and maintain positive community relationships. Administer Building Link updates.
- Assemble necessary HOA documents for regularly scheduled HOA meetings and the annual HOA meeting.
- Attend various committee meetings.

Qualified candidates must have:

- 3+ years of direct condominium management experience in Missouri.
- 3-years or more in building operations, preferably in a high-rise environment.
- 2-years staff and contractor supervisory experience.
- 4- year college degree or 10 years condominium management experience.
- Solid understanding of condominium By-laws, declarations, and reserve studies
- Skilled in Microsoft Word, Excel, PowerPoint, and Outlook.
- Advanced oral and written communication skills.
- Strong organizational and multi-tasking skills to meet deadlines.
- Available to work evenings, weekends and/or holidays for events as needed.

Company Sponsored Continued Education Opportunities
We offer competitive wage/benefits package
No phone calls please - EOE/M/F/D/V – Principals Only

To Apply: Qualified candidates who want to work in a fast-paced, challenging environment should send a resume, cover letter and salary requirements to hr@copaken-brooks.com. Please indicate the position for which you are applying.