

Job Title: Onsite Condominium Property Manager

Location: Washington, DC

Job Type: Full-time, Onsite

Overview:

We are seeking a highly motivated and experienced onsite Condominium Property Manager for a boutique condominium located in DC's West End. Competitive compensation commensurate with experience.

Responsibilities

- Oversee day-to-day operations of the condominium property.
- Supervise onsite contracted staff, including full-time building engineer, 24/7 concierge, and building porters.
- Manage and collaborate with three distinct associations within the property.
- Organize and attend all Board, Special, and Annual Association meetings.
- Maintain a master calendar of events and projects and facilitate adherence.
- Prepare and implement annual budgets in accordance with Association documents and Boards.
- Serve as liaison with accountant for issues related to Association finances, bills, assessment, and collections.
- Draft requests, proposals, solicit bids, and award contracts for various services as directed by the Board.
- Ensure Associations have proper insurance in accordance with governing documents and local requirements.
- Review resale disclosure packages, provide updated information, and ensure timely processing of disclosure requests.
- Enforce Association rules related to leasing restrictions, including obtaining required documents.
- Oversee Association capital improvement projects and renovations, as required.
- Maintain regular onsite management office hours and be on-call in case of emergencies involving damage or threats to the premises or residents.
- Perform other duties as assigned by the Board.

Qualifications:

- Minimum of 5 years of experience in property management, preferably in a condominium.
- Project management experience with record of successful project completion.
- Creative problem-solving abilities and a proactive approach to addressing challenges.
- Effective organizational and time management skills.
- A customer-service-oriented mindset.
- Adherence to a high standard of ethical conduct and professionalism.

How to Apply:

Interested candidates should submit their resume, cover letter, and references to Manager@2501M.com. Please include "Condo Property Manager Application - [Your Name]" in the subject line.