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JOB ANNOUNCEMENT

Portfolio Property Manager – IKO Community Management is seeking an experienced, detail-oriented, organized, energetic, and dedicated Portfolio Manager to manage properties in the Maryland Suburbs and Washington, DC area. Extensive condominium and HOA management experience is a must, CAI designations are a plus. Excellent salary and benefits. Please send Resumes to LWildman@ikocommunitymanagement.com.

Details of position:

- Provide guidance and recommendations to the Board of Directors
- Serve as the liaison between the Board and homeowners
- Be knowledgeable in all facets of community management (financial, administrative, and facilities)
- Prepare and Manage Community budgets
- Prepare RFPs and solicit bids for contracts
- Perform oversight of contractors
- Professionally handle issues with homeowners
- Attend evening board meetings
- Serve as periodic on-call manager
- Be able to multi-task
- Excellent computer skills
- Possess strong and professional verbal and written communication skills

Education/ Experience Requirements

- Bachelor's degree (B.A. /B.S.) in Business or related field from a 4-year college or university, or equivalent combination of education and experience required.
- Two (2) years of customer service experience
- Property Management/Association/Real Estate experience a plus
- Proficient in Microsoft Office Suite Applications
- Excellent word processing, math and computer skills required
- CMCA Preferred
- Must have valid driver's license and own vehicle