

Job Title: On-site Office Manager  
Job Type: Part Time – 20 hours per week

Scalzo Property Management Inc. is currently seeking an office manager to work remotely in one of our communities. The office manager will work from the community's local office in Brookfield, CT. Some evening and weekend hours are required.

Responsibilities:

- Answer the phone, directing calls to the main Scalzo Property Management office as necessary.
- Manage the rental schedule for the local community clubhouse, collect associated fees and security deposits, and conduct inspections of the clubhouse after events have taken place.
- Manage the distribution of beach passes during the Spring and Summer months.
- Manage the annual renewal of boat moorings and the allocation of available boat moorings.
- Manage annual rentals of kayak and small craft storage space and collect associated fees.
- Coordinate appointments with outside vendors on a monthly basis.
- Prepare materials for monthly board meetings.
- Attend monthly board meetings to take accurate and detailed minutes.
- Respond to resident inquiries, or connect residents with the appropriate contacts at the main Scalzo Property office for assistance.
- Assist with mailings and other special projects as determined by the Sr. Community Manager and/or Community Executive Board Members.

Requirements:

- Associates Degree or higher preferred
- Previous experience working in an office environment: 2+ years
- Customer service experience: 2+ years
- Proficient with Microsoft Office Suite
- Must be self-directed and have very strong organizational and problem-solving skills
- Interpersonal skills and professionalism are a must
- Must be able to maintain strict confidentiality of all office and resident information
- Strong written and verbal communication skills
- Friendly and helpful attitude a plus

Please provide your resume and professional references to [thyatt@scalzoproperty.com](mailto:thyatt@scalzoproperty.com) no later than September 25, 2017.