

HOA Administrator

Plateau Property Management is an Association Management company located in Austin Texas. We manage Associations in Austin and the surrounding areas. We are currently looking for a full time, working from home, HOA Administrator.

The HOA Administrator's scope includes:

- Assist owners with entry gate access, amenity center access and reservations
- Assist owners with deed restriction matters
- Assist owners with accounting questions
- Attending weekly staff meetings along with some evening association meetings
- Answering the main phone line, fax and emails
- Generating monthly reports for the associations
- Responding to residents questions and concerns
- Other duties as requested

Requirements:

- Computer skills (excel and Microsoft)
- Extremely organized
- The ability to multi task
- The ability to work responsibly with little supervision
- Great verbal and written communication skills

Please email your resume to Hollie Peterson at hp@plateaupropertymgmt.com. You can also fax your resume to 512-287-4342. Please include the position that you are applying for on the cover letter.