

Title - General Manager

Greentrees Village Association of Homeowners is hiring a Full Time General Manager for our 55 and older community. The ideal candidate will work under the direction of the Greentrees Village, Inc. (GTV) Board of Directors (BOD) and be able to effectively communicate with residents, staff, BOD, and contractors to conduct the daily business pertaining to office management and maintenance of common properties for our 567-lot HOA community.. They assure compliance with all applicable laws, rules, regulations, and policies affecting the community of Greentrees Village. The General Manager will give an account of such GTV business to the BOD President on a regular basis.

A valid driver's license is required and the General Manager shall not be a GTV owner or resident. Starting salary range from \$60,000 - 70,000 annually dependent on experience.

Responsibilities:

Administer, support, and enforce GTV programs, rules, policies, and procedures, CC &R, Bylaws, and all applicable federal and state laws.

Attend BOD meetings and provide progress and status reports on all work pertaining to the maintenance and office departments.

Supervise all GTV employees and conduct annual performance reviews for all staff.

Knowledge and Skills:

Knowledge of office equipment: computers, copiers, printers, audiovisual equipment, and multiline telephones.

Proficient with the use of MS Office 365 Word and Excel

Preferred knowledge of HOA Management

Preferred knowledge of business budgetary processes and reserve funds.

Experience:

Experience of maintenance facilities and operations.

Experience of office management.

Supervisory experience.

If you feel you are qualified, please forward your reply with your resume to gtv.district8.tracien@gmail.com before 3:00 pm June 15, 2025.