

HOA Associate Manager – HOA MANAGEMENT – Full Time

Join our fun and collaborative team at Sea to Ski!

Sea to Ski Property Management is the premier property management company in Park City, Utah. We specialize in management of private, non-rental vacation homes and homeowner associations. With nearly 20 years of experience as one of Park City's best property management teams, we're committed to intentional growth, team development, and community building. This is a dynamic, fast paced, and fun work environment.

Sea to Ski is seeking an Associate HOA Manager to assist with the daily oversight and management of Sea to Ski's managed homeowner associations.

Essential Business Functions:

Provide oversight of property maintenance and improvement projects including, but not limited to:

- Contacting and meeting with vendors to obtain bids for large projects (painting, siding, roofing, HVAC, etc.)
- Monitoring progress of ongoing projects to ensure quality, completion, and timeliness
- Correspond with homeowners and HOA board members regarding property status, ongoing projects, and immediate issues or concerns
- Proactively triage any unplanned or immediate property issues (snow removal, water line breaks, security, etc.)
- Maintain digital organization and storage of all HOA documents
- Organize and monitor all HOA calendars to identify, communicate, and prepare for upcoming key dates
- Perform community common area inspections to monitor property condition and ensure homeowner compliance with HOA governing documents
- Assist with the preparation, facilitation, and follow-up for board meetings, including scheduling, agenda preparation, minute-taking, and follow-up requests

Qualifications:

- Undergraduate degree from a 4-year university
- Experience in real estate or association management preferred, ability to deliver strong customer service required
- Strong written and verbal communication skills
- Exceptional attention to detail and thoroughness to ensure quality work
- Effective time management and ability to adapt to changing situations
- Teamwork focused with a positive, solution-oriented attitude
- General technical competence including comfort using Microsoft Office (primarily Word and Excel) and smart phone apps, as managed tasks are dispatched/tracked via a mobile app
- Valid driver's license, clean driving record required, and ability and commitment to drive in adverse weather conditions with the highest concern for safety

Compensation and Benefits:

For full-time employees (over 32 hours per week):

- Medical, Dental, and Vision insurance
- Healthcare Savings Accounts & Dependent Care Flexible Spending Accounts (for eligible plans)
- Flexible Paid Time Off (PTO)

For all employees:

- 401(k) retirement plan (eligible to contribute after 12 months of service)
- Generous employee wellness benefit (ski pass, gym membership, spa treatments, or other)

We're looking for team members who are passionate about their work and the community around them, who make it their mission to ensure our clients receive the best possible service and who bring a sense of self and fun to all they do. Come join our team. **Sea to Ski – We Treat Your Home Like Our Own**

Sea to Ski Property Management is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or any other status protected by applicable law.