



Company Vision

RISE Association Management Group is the best-in-class provider of property services for Texas homeowners' associations. **Our core purpose is to be of service to great communities and the people who lead them.** We accomplish this through our passionate, kind, and solution-oriented team members who partner with our community leaders to build their vision, together. We specialize in working with communities with unique lifestyle offerings, facility and infrastructure needs (to include a wide variety of amenities), and service offerings. We're an EOS™ (Entrepreneurial Operating System) company and our organization is structured to support exceptional outcomes for our community association clients. We're thought leaders, innovators, and problem solvers. Whatever the issue: we have an expert under this roof who can solve it. We're a team of financial services professionals, facilities maintenance experts, risk managers, and business managers and we're looking for the next generation of problem solvers to join us and be a part of our rapid growth. We implement intelligent solutions, exceptional service, and the RISE way so that we can create a vibrant future and quality of life today. We connect community association, financial, and facility expertise with communities who need it.

We are problem solvers and business managers who just happen to be in the business of community association management. Together, we're capable of so much more. Together, we RISE.

Our Core Values:

- Precision, Preparation, and Organization (PPO)
- Honor Commitments
- Ownership
- Curiosity
- Partnership
- Find a Way (or make one)
- Inspiring Attitude
- Stewardship

Job Description:

As an **On-Site Building Administrator** with Rise, you'll enjoy helping your client's property reach their goals by leading all aspects of their property management and facility management operations. The **On-Site Building Administrator** is responsible for the planning and development of all capital improvement projects and day-to-day operations. These projects will be carried out by providing sound financial leadership and budget management. Someone best suited for this role must have prior onsite mid-rise or high-rise condominium experience and possess strong business acumen, excellent communication skills, and the ability to keep multiple concurrent projects in motion. This position will require frequent interaction with board members, homeowners, and service providers.

On-Site Building Administrator duties include but are not limited to:

- Manage the operation and administration of the Association in accordance with Rise's management agreement and the Association's policies and procedures.
- Carryout/delegate administrative duties as requested by the Board of Directors and in accordance with the management agreement.
- Creating and overseeing preventative maintenance plans to include standardizing building systems inspection schedules.
- Develop recommendations to the Board of Directors regarding capital expenditures and other projects required to maintain the physical upkeep and appearance of the property.
- Serve as the primary liaison between the Association Board of Directors and homeowners as needed.
- Responsible for coordinating routine and special projects through vendors and in-house facilities staff.
- Other duties as assigned.



Required Skills, Knowledge, and Experience:

- High School Diploma or equivalency required; Bachelor's in Hospitality Management or Business Administration desired.
- One (1) to Two (2) years of On-site mid-rise/high-rise experience.
- Knowledge of Microsoft Office products (Word, Excel, Outlook, etc.) at a proficient level.
- Knowledge of real estate and homeowners' associations.
- Professional communication skills (phone, interpersonal, written, verbal, etc.).
- Strong customer service skills.
- Time management and time-critical prioritization skills.
- Knowledge of real estate and homeowners' associations.
- Knowledge of conflict resolution techniques at a proficient level.
- Knowledge of typical business correspondence (grammar, structure, punctuation, spelling, etc.) at a proficient level.

Required Characteristics:

- Must share our core values.
- Must be reliable and dependable.
- Must enjoy finding and proposing solutions to problems.
- Must thrive in a fast pace, deadline-driven environment.
- Must be willing to self-learn in addition to on-the-job training.
- Must be comfortable with ambiguity and change.
- Embraces a culture of discipline and excellence.
- Resilience, persistence, and enthusiasm.
- Must be self-motivated, proactive, detail-oriented and a team player.

Additional Information:

- All your information will be kept confidential according to EEO guidelines.
- **FLSA Status:** Non-Exempt
- **Status:** Full-Time
- **Hours:** Monday through Friday 8am to 5pm. Evenings and Weekends as required by demand.

Physical Requirements:

- Ability to lift up to 20 lbs;
- Majority of work schedule will be spent seated;
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is active and requires standing, walking, and sitting all day. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Typical Working Conditions:

- Works primarily indoors.
- May be required to work any time of the day, evening, or night during the week and/or weekend.



Benefits:

- 20 Days of PTO per Year + 9 Paid Holidays
- Group Health (75% ER Paid), Life & AD&D, Dental, Vision, Short Term Disability, et al;
- 401K