Job Order

Association Name: __________________________ Date: ___________

Address: ________________________________________________________________________________

Contact Person and Title: ________________________________________________________________

Send Resumes to: __________________________

Phone Number(s): __________________________

Fax Number: __________________________ Email: __________________________

Website: __________________________

Mail, Fax or Email Resumes: _______ Date Needed: _______ Salary: _______

Live On or Off: ______ Couple Desired: ______ Pets Allowed: ______

Number of Units: ______ Buildings: ______ Floors: ______

Number of Staff: ______ Waterfront: ______ Acres: ______

Pool: ______ Other Amenities: __________________________

Benefits: __________________________

Full or Part Time: ______ How long has the last manager been there: ______

Community Information: __________________________________________________________________

________________________________________________________________

Upcoming Projects: __________________________

Manager Skills and Requirements: __________________________