



## Job Order

Association Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Send Resumes to: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Mail or Fax 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_