



## **Join Our Team – Elevate Your Career with Association Services, AAMC**

Discover a Better Way to Manage Associations with Association Services in Puyallup, WA. We offer a dynamic work environment and are seeking talented individuals to join our respected team.

### **About Us:**

- Over 30 years of excellence in association management in South Hill Puyallup.
- Portfolio focuses on condominium and homeowner associations in Pierce, Thurston, and King Counties.
- Full-time salaried position with comprehensive benefits.
- Hybrid work schedule opportunities as experience accrues.
- Company-paid CAI membership, including classes and designation renewals.
- Supportive and collaborative environment with local ownership and dedicated administrative support.

### **Our Values:**

- Team Player – Respectful and Helpful
- Strive for Excellence – Consistency, Detail-Oriented, Organized, Follow Through, Teaching, Learning, Seek continuous self-improvement
- Just Do It – Strong Work Ethic, Accountable
- No Drama Llama – Don't Stir the Pot, Bring Positive Energy
- Do The Right Thing – Integrity, Honesty, Kindness, Empathy

### **Qualifications:**

- Excellent Writing and Communication Skills: Ability to articulate ideas clearly and concisely, managing interactions with varied personalities, both over the phone, via Zoom, and in person.
- Strong Technology Skills: Proficient in learning modern technologies quickly and independently, facilitating efficient workflow.
- Exceptional Interpersonal Skills: Navigate a wide range of personalities with a wide range of opinions, ensuring a positive representation of the company.
- Flexibility and Humility: Willingness to accommodate customers and contribute to the business, even in less glamorous aspects of the job.



- Conflict Resolution Expertise: Display a high level of proficiency in resolving conflicts professionally and maintaining a resourceful demeanor.
- Independent Work Capability: Ability to work autonomously and effectively manage tasks.
- Detail-Oriented and Organizational Skills: Strong attention to detail for using established technology systems effectively.
- Stable Employment Background: A record of stability in previous employment is paramount.

### **Duties & Responsibilities:**

- Professional advisor to community Boards, maintaining knowledge of regulations.
- Run Board, Annual, or Budget meetings and create management reports.
- Assist in contractor and insurance selection for community maintenance.
- Oversee vendor management, budgeting, and financial accuracy.
- Build positive relationships with Board Members for service improvement.
- Analyze and address potential problems effectively.

### **Benefits:**

- Medical, Dental, and Vision benefits after a 60-day probation period.
- Company matching simple retirement account, 100% vested DAY ONE!
- Hybrid work schedule after the initial training period.
- Quarterly profit bonus and additional bonus potential after training.
- PTO, eight paid holidays, additional PTO based on longevity.
- 38-hour work weeks, close at 3 pm every Friday, NO WEEKENDS!
- Ninety percent of association meetings via Zoom.
- Company-provided industry-related education for CMCA, AMS, and PCAM designations.

Ready to elevate your career? Join Association Services and be a part of a thriving team! Apply now to discover a better way to manage associations. Candidates with CMCA, AMS, or PCAM designations are desirable; however, not necessarily required.