

Location: Banning, CA

Professional Community Management of CA, Inc. (PCM) is seeking a **Full Time Code Enforcement** to join our growing team at our beautiful community in Sun Lakes located in Banning, CA. To assist the Property Services Manager in security monitoring, IAS gate entry system, assist in member services and assist in the enforcement of the Associations C.C.&Rs and Rules and Regulations. Reports to the Property Services Manager with significant interaction with homeowners, staff and contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Patrols property for C.C.&R or Rules and Regulations violations and reports to the Property Services Manager.
- Meets with residents, takes trouble calls, directs residents to outside agencies when required.
- Performs final inspections for completed Home Improvement architectural plan applications.
- Performs resale inspections for homes in escrow for compliance.
- Performs routine checks on vacant homes to ensure adequate maintenance is being provided.
- Maintains filing system for Architectural/Landscaping Department.
- Assists in secretarial support to Administration Department.
- Assists member services with new homeowner and tenant registration.

QUALIFICATIONS:

- Twelfth grade level skills in math, writing, English and communications supplemented with classes in office procedures and typing.
- Must be able to work in a corporate environment.
- Ability to use typewriter, computer keyboard, and ten key.
- Must understand and follow oral and written directions.
- Must be able to type 60 wpm and take dictation.
- Establish and maintain effective working relationships with others.
- Perform all functions listed above to an acceptable level without constant direct supervision and self-motivated to seek additional work.

We offer an excellent working environment, competitive compensation and great benefits. For full-time employees, our benefits include: medical, dental, life insurance, 401(k), paid holidays, vacation and sick leave.

Principals only, no third party vendors

Professional Community Management is an Equal Opportunity Employer