

**GENERAL MANAGER
MAISONS-sur-MER CONDOMINIUM ASSOCIATION, INC.
MYRTLE BEACH, SC**

The Board of Directors of the Maisons-sur-Mer Condominium Association is seeking a proven, dedicated and experienced individual for the General Manager position. The Board wants an individual who would ideally have a background in maintenance and engineering and who is a strong administrator, manager and supervisor. The successful individual will possess considerable experience in facilities management and maintenance and be a person who is up to date technologically. The Board is seeking a person who has good interpersonal skills and is a good communicator who will treat home owners and employees equally and with respect. The ideal candidate should be an effective director and evaluator of staff and an individual who is comfortable and effective in dealing with owners. This individual should be someone who practices team management concepts and a person who is comfortable attending functions with owners.

The General Manager of the Maisons-sur-Mer Condominium project serves at the pleasure of the Board of Directors and directly supervises 17 full-time and some part-time staff. The General Manager is responsible for the management of facilities and maintenance for a luxury high rise, 253 unit condominium project that includes owners and renters. Rentals are handled by a variety of local real estate firms and are not the direct responsibility of the General Manager. The annual operating budget for the condominium project is in excess of \$2 million. The functional responsibilities of the General Manager are to ensure that the condominium project is provided with regular and high quality:

- Facilities Management and Maintenance
- Security
- Housekeeping (Primarily trash handling and removal and upkeep of common areas)
- Administration
- Personnel Management
- Contract Management
- Enforcing Board and House Rules

Under the overall policy direction of the Board of Directors, the individual selected for the General Manager position will have full authority to manage the condominium project. The Maisons-sur-Mer Condominium Association currently has an up to date Security Manual, Employee Manual, Member Handbook and the Board operates in accordance with a set of adopted Bylaws.

Every person, group, corporation, trust or other legal entity, or combination, which owns a condominium unit within the Maisons-sur-Mer condominium project is a member of the Maisons-sur-Mer Condominium Association, Inc.

The affairs of the Association are governed by a Board of Directors composed of seven (7) members elected by the members of the Association. Directors are elected for a term of three years and may succeed themselves.

The principal officers of the Association shall be a President, Vice President, Secretary and Treasurer. All officers are elected by the Board of Directors who are members of the Board. The President shall be the Chief Executive Officer of the Association.

The Association maintains a reserve fund for major repair projects such as the roof, waterproofing and painting of outside of buildings, residential hallways, and elevators into which funds are deposited and repair expenses paid there from in accordance with provisions of the Bylaws.

The Maisons-sur-Mer condominium project is the premiere oceanfront high rise containing 253 luxury units on Shore Drive in Myrtle Beach, South Carolina. From this prestigious building you may enjoy panoramic views from virtually every room of the luxury of approximately 1600 square feet, two bedroom, and 2 bath condominiums.

Each condominium is individually styled by its owner and each condominium often offers much more in the way of amenities that have been added by the owner.

The City of Myrtle Beach, South Carolina, is the heart of the Grand Strand, a 60-mile crescent of beach on South Carolina's northern coast. Of course, the Atlantic Ocean is the number one attraction and the reason so many families visit Myrtle Beach year after year. There is plenty to see, do and enjoy in Myrtle Beach!

For more information about Myrtle Beach as a place to live and work, please see www.cityofmyrtlebeach.com

The starting salary is open, depending on the experience and qualifications of the selected individual. The salary will be market competitive. In addition, the Association expects to provide a fringe benefit package to the successful candidate which consists of life and health insurance, annual vacation and sick leave, a three percent match to a 401(k) account, mileage and training. Reasonable relocation expenses are negotiable.

Confidential resumes should be sent by close of business, March 25, 2013, to **James Mercer, The Mercer Group, Inc., 5579B Chamblee Dunwoody Road, #511, Atlanta, GA 30338. Voice: 770-551-0403; Fax: 770-399-9749. E-Mail: mercerv@mindspring.com; Website: www.mercergroupinc.com EOE**

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