



About the Job Bank

Only condominium property management companies may post employment opportunities on the ACMO web site. The company must inform the ACMO office when an employee is hired so the posting can be removed from the site.

The service is free to ACMO 2000 and Corporate members. A charge of \$100 is applicable to property management companies that are not members.

Only ACMO members may post resumes.

Policies

Job postings and resumes will be removed after 60 days.

The ACMO office will not provide job counseling or offer advice on applications.

ACMO will not draft job postings or position descriptions.

ACMO will not accept applications on behalf of the hiring company.

No fee will be taken by ACMO other than the non-member charge for filing of application.

Procedures for Posting a Job

Email your posting to the address below as a Word document with text only. Please **do not** include images, charts, or tables in the document as these items make it difficult to transfer the information into our web template.

Application instructions and location of the job must be included on the position document.

For more information, or to submit a job posting or resume, contact Kristy Joplin at kjoplin@acmo.org.

Please allow 2 business days for processing.