

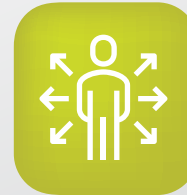
Day in the Life of a Site Manager

Driving / Inspections

You spend two-thirds of each day driving different communities, making notations of items that do not meet the requirements of the community's documents and rules. You work with homeowners regarding various compliance concerns and aid in the resolution of those concerns and requests.

Data Entry

You communicate clearly, professionally, and accurately. You respond to customer inquiries, document correspondence in homeowner accounts, and research account inquiries. When necessary, you assemble and forward this information to homeowners.



As a Site Manager, you are the eyes of the association. You drive the community and inspect for compliance issues per the documents of the association. You look for maintenance concerns in community areas and communicate with homeowners to assist in resolving compliance requests.



My favorite part of being a Site Manager is that I am learning about each different community's rules and documents, and I get to provide recommendations to homeowners. I have been able to learn how my job interacts with different positions and helps provide the tools I need to grow my career at Spectrum.

Tyrik G.
Site Manager

Customer Service

You are responsible for positive homeowner interactions. While our Homeowner Services Team is the first line of communication for our homeowners, there may be times when escalated phone calls, emails, and office visits will require your ability to listen to and de-escalate concerns. You have the ability to understand the concern, research information, offer creative solutions, and work with the homeowners and Board members to execute resolutions.