

JOB ANNOUNCEMENT
Property Supervisor/Asset Manager

Location: Los Angeles (Little Tokyo, Downtown, East Los Angeles)

Compensation: \$26.44-\$28.85 per hour DOE

Hours: Full Time, Non-exempt position with benefits

Background:

For over 40 years, Little Tokyo Service Center (LTSC) has provided a safety net of social welfare and community development services to empower people and communities in need. LTSC provides culturally and linguistically appropriate services to the Japanese American community in the Southland, builds multi-family affordable housing projects to uplift low-income neighborhoods of color throughout Los Angeles, and promotes equitable development and cultural preservation in the Little Tokyo neighborhood.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin or disability.

Summary of Duties:

The Property Supervisor/Asset Manager reports to both the Director of Property Management and Director of Asset Management. On a property management level, they will oversee the building, grounds, and maintenance for 700 Simmons apartments, Crocker Building (currently in pre-development), LTSC main office, and other buildings in Los Angeles. They will ensure the buildings are safe, up to code, and fully operational. They will also collect and process rent payments, manage contractors, procure and work with third-party vendors, and work with tenants and maintenance staff on maintenance work orders. On an asset management level, they will assist in monitoring the operational and financial performance of LTSC's overall portfolio, maintaining relationships with property management companies, service providers, regulatory agencies and lenders, and ensure all properties are within compliance and reporting standards.

Responsibilities Include:

- Financial management, building maintenance, project management, and compliance are critical responsibilities of the position, as well as, conducting annual unit inspections, annual tenant income recertifications, and maintaining accurate tenant files.
- Assist in reviews of budgets, financials, and audits so that they are in line with projections and owner objectives.
- Assist in analyzing building performance and provide advice on operational and financial plans to strengthen performance.
- Assist in responding to various requests for information such as ensuring completion of compliance reporting from Regulatory Agencies, lenders and investment partners.
- Managing all vendor contracts, including maintenance, grounds, security, janitorial, graffiti removal, and specialty vendors.
- Ensuring the efficiency of all building systems.

- Available after-hours in case of emergencies.
- Ensuring all utility systems are inspected and in accordance with regulations.
- Other duties may be assigned by your supervisors.

Qualifications, Experience, and Skills:

- Minimum 3 - 4 years of experience in property management and/or asset management.
- Work well in a multicultural environment (particularly with an ethnically diverse tenant population).
- Ability to read and interpret rental agreements, government regulations, and budgets.
- Ability to write effective business correspondence.
- Ability to effectively communicate information both written and verbally and be able to respond to questions from groups and individuals.
- Strong leadership and organizational skills.
- Strong quantitative and analytical skills.
- Able to work both independently and as a team.
- Experience in analysis of financial statements, cash flow projections, and budget forecasting preferred.
- Computer competency -- Microsoft Office, email, data entry, property management software.
- Desire to make a long-term commitment to this position and LTSC CDC's mission.
- California Driver's License and access to an insured, reliable automobile.
- Bilingual in Spanish is preferred but not required.

Equivalent education or experience can be substituted for all minimum qualifications, except when legal requirements, such as a license/certification/registration, are required.

LTSC requires all employees to submit proof of COVID-19 vaccination or weekly negative COVID-19 tests to the HR Manager.

How to Apply: Please send a cover letter and resume to Aaron Garcia (he/him) at AGarcia@LTSC.org. Please include your pronouns in your application.