

**JOB ANNOUNCEMENT**  
Assistant Resident Manager

**Location:** Torrance, CA.

**Compensation:** \$25.00 - \$28.00 per hour.

**Hours:** Full Time or Part 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 Assistant Manager provides administrative and overall clerical support to the Resident Manager. From answering and directing incoming phone calls to maintaining vendor and tenant files.

**Responsibilities Include:**

- Assist with maintaining tenant files in compliance with relevant regulatory agreements.
- Assist with leasing process including maintaining waiting list, screening applicants, and moving tenants into properties.
- Assist with general compliance requirements including annual recertifications and reporting.
- Assist with getting bids from contractors for repair and maintenance projects required to keep the property in good order, including inspecting contractor work, and helping to keep the contractor on schedule and within budget.
- Assist with property inspections.
- Assist with maintaining the on-site office in a clean, organized, orderly and professional manner.
- Develop and maintain good tenant relations.
- Other duties as may be assigned by your supervisor.

### **Qualifications, Experience, and Skills:**

- Strong written and verbal communication
- Proficient in Korean language.
- Proficient in Microsoft Office and Google Workspace
- Has worked in U.S. Department of Housing and Urban Development subsidize housing.

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 Sagrario Rubio (She/Her) [srubio@LTSC.org](mailto:srubio@LTSC.org) Please include your pronouns in your application.