

Management Office Coordinator

Reports to: Director of Property Management

Location: Williamsburg, Brooklyn

Los Sures Management is Hiring!

About Southside United HDFC (Los Sures) and Los Sures Management Co, Inc.

Southside United HDFC, better known as Los Sures, is a multi-service, community based non-profit organization based in Williamsburg, Brooklyn. Our company provides a wide range of services to our tenants and community members ranging from affordable housing and tenant organizing, to social services and activities for senior citizens.

About the Position:

We are looking for a candidate that is experienced in, and knowledgeable about, real estate/property management, and able to carry out a variety of tasks and functions to optimize efficiency in our expanding Property Management department.

General Job Responsibilities:

- Registration of properties (DHCR-rent registrations, MDR etc.)
- Preparation of monthly management reports and other compliance reports as needed
- Assisting in the day-to-day back office operations of the department including annual certifications, lease renewals, drafting tenant letters/notices and processing invoices.
- Responding to, and following up on, inquiries or complaints from tenants and vendors
- Acting as liaison between tenants and all building staff/team members
- Entering data and analyzing reports in Yardi
- Performing a variety of administrative tasks such as phone support, preparation and distribution of correspondence, scheduling department meetings, filing, copying, etc.
- Assisting the Director with other tasks, as needed

Qualifications and Background:

- Knowledge of rent stabilization laws, leasing procedures and affordable housing subsidy program requirements.
- Knowledge of HPD, DOB, ECB, DHCR, NYCHA and other city agencies
- Ability to trouble shoot problems in Yardi (or similar software program)

- Proficiency in Microsoft Office/Suite (Excel, Word, PowerPoint, and Outlook)
- Must be a team player and have good communication and organizational skills and show strong attention to detail
- Ability to self-start, multitask, and work with minimum direct supervision
- Ability to problem solve and provide constructive solutions to issues
- Ability to maintain professionalism at all times under stressful situations
- Ability to learn quickly, be open to change and enjoy the challenge of unfamiliar tasks
- Ability to plan and manage work under time constraints

Education & Experience

- Bachelor's degree in related field
- Licenses and/or certifications, a plus
- 2+ years in Real Estate Management preferred
- Bilingual, English & Spanish highly preferred

Compensation: Commensurate with experience. Los Sures offers a comprehensive benefits package.

How to Apply:

Please submit a cover letter and resume to: southsideunitedhdfc@gmail.com.

Please note that our company is an equal employment opportunity employer.