



Lumina Compliance is now hiring Asset Managers

Job Description

This position is an opportunity to escape the mundane, repetitive duties of a traditional asset manager. While some of the responsibilities are similar, the Asset Manager position is centrally focused on providing exceptional customer service while partnering with our clients to achieve and maintain regulatory compliance. It has the independence to work remotely which allows directed focus while still being supported by and immersed in a company that is a leader in the affordable compliance industry and has a company culture of inclusivity, work life balance, and camaraderie. The position allows for and requires for full-time travel through the United States. This position comes fully equipped with tools and resources that will allow success.

Primary Responsibilities

Property Inspections - Schedule and complete inspections for the properties in your portfolio. Serve as first point of contact to our clients by communicating with site managers/regional managers via telephone and/or email to schedule and complete the inspection. Complete a report for each property inspection and submit it to management in the time frame stated in the inspection guidelines. Send in all required documents with each inspection.

Communication – Provide thorough written communication to follow up on compliance deficiencies and issues with the physical asset. Ensure important information is passed to those who need to know; convey understanding of the comments and questions of others by listening effectively; use verbal skills to support clients as previously listed; speak and conduct oneself with internal and external customers in mind.

Required Knowledge/Skills/Abilities

Attention to detail, time management, and decision-making skills are among the most important traits an Asset Manager must have to be successful in this position. An Asset Manager should be particularly vigilant in following up to ensure that developed plans addressing compliance issues and problems have been implemented. They must demonstrate flexibility and a sense of urgency. In addition to these general skills, an Asset Manager is expected to have at least 5 years of experience in affordable housing compliance or affordable property management. They should also have a working knowledge of the requirements of the LIHTC, RD and HUD programs. They must also have knowledge of Fair Housing, ADA, Section 504, and Capital Needs Assessments and be proficient in booking and scheduling travel in the most efficient and economical way possible. Must have multifamily asset management experience affordable housing experience preferred.

Send your resume to jobs@luminacomp.com