



Title: Senior Analyst/Analyst, Asset Management
Direct Report: Director, Asset Management
Indirect Report: Chief Financial Officer
FLSA Status: Full-Time Exempt

ABOUT US

Camber Property Group has been making an impact in the affordable housing market in New York City for years, developing innovative projects and preserving much-needed affordable housing in communities across the five boroughs. The firm focuses on three primary business lines: acquisition and preservation of existing affordable housing assets, new construction of affordable, mixed-income and supportive housing, and new construction and acquisition of transitional housing. Camber's Investment Management team consisting of Acquisitions, Asset Management, Construction Management and Accounting professionals has built an integrated platform that currently manages ~7,000 units across 31 projects, predominately located in the New York metro area.

POSITION SUMMARY

The Asset Management Senior Analyst/Analyst (AM Analyst) will be responsible for managing a portfolio of multifamily assets. The AM Analyst will work with and support project team members to execute the business plan of each multifamily property under her/his management and recommend strategies and solutions to optimize performance of each property, consistent with the company's goals and strategic objectives. The AM Analyst will support senior team members as they navigate the asset management process and life cycle for each investment. The AM Analyst is expected to be a hands-on team member who can multi-task, has a strong work ethic, and welcomes a challenge, while working in a highly collaborative, entrepreneurial work environment. The position is based in New York City and will report to the Director of Asset Management.

KEY RESPONSIBILITIES

- Support various company functions (acquisitions, development, construction management, and senior asset managers) to execute business plans a portfolio properties. This includes:
 - maintaining comprehensive oversight of all elements of financial performance to drive NOI and cash flow available for distribution
 - analyzing operating statements, management & performance reports, and forecasts to identify inefficiencies and value-add opportunities

- developing and executing property specific operational plans to ensure property operations are being optimized
- managing timelines and budgets on a range of special projects; inclusive of renovation projects or major capital improvement projects in collaboration with Construction Management team
- Communicate frequently with property manager(s) to understand property operations, resolve tenant issues, address building maintenance needs, oversee compliance with local regulations and laws; inclusive of collaborating with property managers, expeditors, and vendors to clear DOB, ECB, FDNY and HPD violations.
- Perform frequent site inspections to assess property conditions, and to ensure maintenance & repair work is in compliance with safety requirements, Camber standards, and quality requirements.
- Assist in review of various contracts and negotiate with contractors, vendors, and consultants, as needed
- Assist in the oversight of JV operating agreements, management agreements, regulatory agreements, and loan documentation.
- Create investment summaries, ad hoc presentations, and reports for internal and external use.
- Manage the annual budgeting processes for portfolio properties under her/his management.

REQUIRED EXPERIENCE:

- 1-3 years of related experience

DESIRED EXPERIENCE:

- Previous property management or real estate operations experience (preferred, not required)
- Basic understanding of real estate operations
- Demonstrated ability to analyze financial reports to evaluate the performance of a multifamily property
- Demonstrated ability to analyze and interpret documents/agreements and respond effectively to inquiries
- Excited to interface with a varied and diverse resident population

QUALIFICATIONS:

- College degree in Real Estate, Architecture, Urban Planning, Finance, Accounting or other relevant field
- Ability to work on multiple projects and handle confidential information
- Attention to detail, strong problem-solving skills, willingness to learn independently
- Ability to conduct site visits to identify issues and create solutions
- Self-starter who can identify project priorities independently
- Strong financial analysis skills; proficient in Microsoft Excel and PowerPoint

POSITION TYPE/EXPECTED HOURS OF WORK

- Full-Time; Monday – Friday

WORK ENVIRONMENT

- This job operates primarily in an office environment but may occasionally require travel within New York City and the Tri-State area (NY, NJ, and CT)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- Communicate and converse, maintain a stationary position (standing or sitting), move/traverse, kneel, bend, and reach with hands and arms for extended periods.
- Routinely use standard office equipment.
- Occasionally push and pull items weighing 15 pounds or less.
- The ability to follow written and oral instructions and procedures.

Camber is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sex, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer

While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. It does not limit the assignment of related duties not mentioned.