

Our Mission

To manage and develop properties that empower the communities we serve. Promoting excellence and an ethical, dynamic and rewarding work environment for our fellow employees, while creating value for our clients, partners and investors.

Our Vision

A world where underserved communities have home-grown leadership, self-representation, safety and unprecedented opportunity and access.

Our Brand

A proactive leader and socially conscious urban real estate brand that unites, empowers, and inspires communities to achieve their highest potential.

Our Values

- We believe in leading by example and in delivering results with integrity, excellence, and urgency.
- We believe in working only on projects that are truly important and meaningful to us and the communities we serve.
- We believe that our greatest strength lies in our people, in their wellbeing and in their ongoing personal and professional development.
- We believe in having the honesty to admit when we are wrong and in the courage to change.
- We believe our community involvement enables us to actively live our company's values and communicate the spirit of our brand.

Role Value Proposition

Led by a collaborative group of individuals who largely come from the communities we are proud to serve, over the past 30+ years, Primestor has led a culture that values the team over the individual. As an established pioneer in its space, Primestor's work ethic is very strong because we love what we do, and we are intimately in touch with the impact of our work. Situated in an open environment, every member of our team is part of that driving force of change and success. We have a progressive culture of inclusion and open-mindedness; open about how things are done while balancing a clear measurable goals culture and constantly adaptive approaches. We place a premium on personal autonomy, ideas, and cultural fit with a keen awareness of inclusivity, diversity, and sustainability.

Property Coordinator II - CVC

Job Description

Based in the San Diego area, the Property Coordinator supports the daily operations and administrative functions of the regional Property Management team. This role focuses on maintaining tenant satisfaction, coordinating maintenance and service requests, assisting with financial and lease documentation, and helping ensure properties are professionally maintained. The Property Coordinator plays a critical role in supporting the Property Manager and on-site teams by ensuring timely and accurate communication, record-keeping, and task execution. This position reports to the Property Manager/The candidate must be knowledgeable of property operations, lease administration; highly ethical, innovative & motivated.

Key Responsibilities

Tenant & Vendor Coordination

- Serve as the first point of contact for tenants, responding to maintenance requests, questions, and concerns promptly and professionally.
- Track and follow up on tenant issues to ensure resolution and tenant satisfaction.
- Coordinate service calls with vendors and maintain a log of work orders and status updates.
- Assist with scheduling and tracking of routine property inspections and preventative maintenance.
- Assist with Rent collections.

Administrative Support

- Support the PM with the preparation and organization of budgets, variance reports, and other financial documents.
- Responsible for taking complete and accurate meeting notes as required.
- Maintain organized and up-to-date tenant and property files, including leases, insurance certificates, and contact information.
- Prepare and distribute tenant notices and general correspondence as needed.
- Responsible for drafting letters and other correspondence as needed.
- Codes invoices for accounts payable, prepare daily FedEx envelopes and air bills, oversees organization and storage of blueprint inventory, distribute mail, and create and control property site plans.

Operations Assistance

- Help monitor contract services to ensure vendor compliance with scope, timelines, and standards.
- Track and collect bids for services and maintain vendor documentation such as W-9s, contracts, and insurance.

- Assist with digital and physical access card management and associated software systems.
- Maintain inventory of keys, parking passes, and other property-related supplies. Keeps all tenant and vendor insurance certificates and updates insurance
- Database, completes insurance status report.
- Perform regular property inspections to ensure the property is well maintained and secure.
- Assist in after hour tenant & emergency calls.
- Collaborate with the Property Manager to create and implement plans for the improvement of the property.

Property Marketing & Reports

- Support the team in maintaining marketing files and property brochures.
- Compile data for property reports, including occupancy, rent rolls, and incident logs.
- Gather market research on competing properties and assist in assembling summary reports.

Tenant & Owner Relations

- Maintain strong, responsive relationships with tenants and property owners.
- Consistent, professional communication and service.
- Identify and resolve tenant, owner, and vendor concerns promptly.

Team Collaboration


- Help prepare lease proposals and presentation materials as needed.
- Support accountants with site visits, ownership updates, and financial context.
- Participate in team meetings, support colleagues, and maintain confidentiality.
- Rotate on-call responsibilities with fellow managers and keep emergency contact records up to date.

Other Duties

- Provide superior, cooperative, and excellent client interface and service.
- Contribute to the growth of the Company.
- The description noted above is not designed cover all activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.
- Enhance, cultivate, and add meaning in your own professional and personal skills.
- Occasional travel to Culver City Primestor office for meetings and or events.

Qualifications

- Bachelor's Degree or equivalent work experience
- Candidate will possess a minimum of three years related experience in commercial property management.

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- Strong organizational skills and detail oriented
 - Must be able to prioritize multiple deadlines in an efficient manner.
 - Ability to work independently and collaboratively.
 - Proficient understanding of financial terms and principals and can analyze bids, budgets and contracts.
 - Ability to express ideas clearly in written and verbal communications, with the capability to create financial and business-related documents.
 - Proven record of providing excellent internal and external customer service
 - Proficient in Microsoft Word and Excel
 - Proficient in Yardi, Yardi ABF, Yardi Elevate platform

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands to handle objects or equipment; reach with hands and arms. The employee frequently is required to stand, walk, talk and hear. The employee is occasionally required to; sit, climb or balance; stoop, kneel or crouch.

The employee must regularly lift and/or move up to [10] pounds, frequently lift and/or move up to [15] pounds and occasionally lift and/or move up to [25] pounds. Specific vision abilities required for this job include the ability to adjust focus, as well as the ability to maintain close vision, distance vision, peripheral vision, and depth perception.

Benefits

Primestor offers a competitive salary and benefits package, including health insurance, 401k plan, and opportunities for professional development. Joining our team means being part of a company that is shaping the future of urban redevelopment while making a positive impact on communities.

Salary

- Salary (\$65,000 to \$85,000+) depending on qualifications and experience.
- *The salary listed is an estimate and not guaranteed. A salary offer will vary based on applicant education, experience, skills, abilities, and alignment to market data.*