



## Risk Coordinator

920 Garden St, Santa Barbara, CA 93101, USA

Full-time

Department: Corporate

### Company Description

NALS Apartment Homes is a thriving, national Real Estate Investment Firm engaged in the acquisition, ownership, and management of multifamily apartment communities. Headquartered in Santa Barbara California, NALS is centered on our core values. Those of respect, teamwork, excellence, service to others and engagement are the foundation of our vibrant company culture.

At NALS, we embrace opportunities for personal and professional growth, and encourage our employees to share their unique skills, local knowledge, and professional expertise. Our team is the single most important ingredient to our success and we seek to foster a work environment as welcoming as our apartment communities. Please visit our website [www.nals.com](http://www.nals.com).

Our success remains grounded in disciplined investing principles and a company culture of collaboration, innovation and excellence. Friendly and professional team members across the nation have chosen to spend their careers at NALS Apartment Homes.

### What can NALS bring to the ideal candidate?

- Competitive Compensation
- Comprehensive benefits package including Medical, Dental, Vision, 401k with generous match, Life Insurance and Disability Insurance
- Paid holidays, vacation and sick leave
- We value personal and professional growth and always seek to help our team members advance their careers at NALS
- Rental discounts for on-site personnel
- Employee referral program

### Job Description

#### GENERAL PURPOSE OF JOB:

Risk Coordinator must support the Legal/Risk Department in managing and optimizing risks. Risk Coordinator must represent a good role model by demonstrating honesty, moral integrity, and ethical conduct. In addition, Risk Coordinator must ensure effective management of risks and implementation of industry best practices by

collaborating with internal departments, including maintenance, HR, operations, accounting and finance.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Risk Coordinator is responsible for the following:

- Assist with incident documentation, investigation, and loss recovery.
- Assist with the internal insurance administration, reporting and record keeping.
- Assist with workers' compensation claim administration, reporting and compliance.
- Attend Safety Committee and monthly Maintenance meetings, prepare the monthly safety memo and bi-annual Safety Awareness newsletter.
- Assist with Resident Relations and complaint resolution as needed.
- Manage animal-related Request for Accommodations.
- Provide administrative support to the Risk Department.
- Complete and/or assist with other operational, risk and legal projects as needed.

The company may revise this job description from time to time as business needs require. It is not intended to be an exhaustive listing of all the functions of the job, nor to limit the company's right to assign other functions to an employee in this position. This job description does not constitute a written or implied contract of employment.

## **PHYSICAL DEMANDS:**

- Physical ability to use telephone and computer hardware and to type, sit and stand for extended periods of time.
- Capable of walking up and down stairs for property inspections.

## **Qualifications**

**Dedicated...Motivated...Innovative...Team Player...** These are just a few words to describe the ideal person to join our growing team at NALS Apartment Homes! A positive and upbeat attitude, integrity, a willingness to learn, and be service oriented are key qualities in the ideal candidate.

He/She must have the ability to operate independently and follow general guidelines. Key traits for the individual in this position are: detail oriented, organized, excellent written and verbal communications, team player, sense of urgency, and excellent project management skills. Other qualifications include:

- Four year degree in Risk Management, Business Administration, Insurance, Finance, Math, Economics, Law, or related field.
- Excellent leadership and facilitation skills, and attention to detail.
- Proficient in Excel.

## **Additional Information**

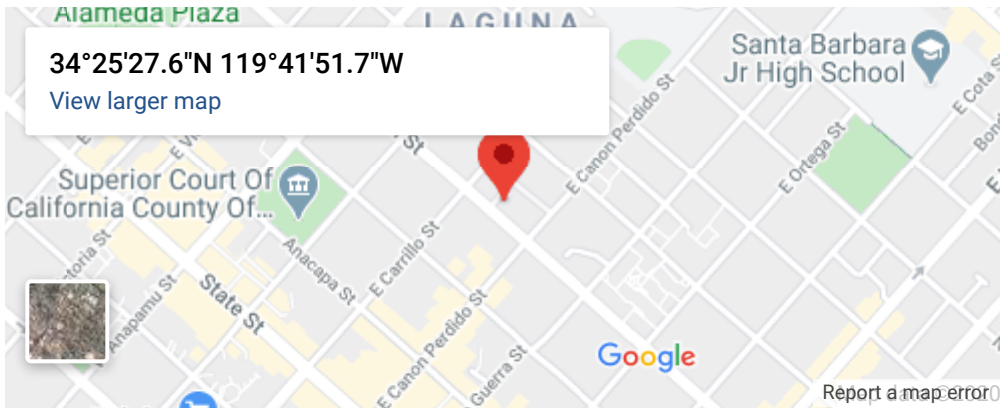
### **Facts & Figures:**

- Founded in 1990, NALS has a proven track record of long term ownership and results
- Over 2 billion in assets owned and managed.
- Annual revenue over 200 million.
- Longevity – Over 80 of our 487 employees have been with us for over a decade.
- Regularly pursuing new acquisitions

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- 48 properties across 10 states.

Salary Range: \$45,000 - \$55,000 depending on experience

### Job Location



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