Chung Pak LDC is a not-for-profit organization committed to enhancing the vitality of Chinatown through comprehensive community development activities that integrates strategic and best practices in economic development and business assistance, social services, arts and culture, civil rights and civic engagement.

Chung Pak operates a building complex that has 88 HUD-funded senior housing apartments (Everlasting Pine HDFC) and oversees 14 commercial tenants and 2 non-profit organizations that includes a Pre-K program and a community health clinic. Chung Pak is an equal opportunity employer.

Office Manager

The Office Manager is a key member of the staff. S/he is responsible for the smooth daily functioning and operations of the organization. S/he reports directly to the Executive Director and assists in the management of the Chung Pak staff, volunteers, vendors and contractors. Additionally, s/he assists in the coordination and work in collaboration with the Everlasting Pine senior housing project staff and operations.

Essential Duties and Responsibilities:

- Bookkeeping, rent collection, preparation of accounts; payroll;
- Monitor and interpret cash flows;
- Conduct reviews and evaluations to minimize risks;
- Perform basic commercial property management functions include but not limited to leasing, processing payments, certifications, facilities operations and contracts, and engage in residential and commercial tenant relations;
- Direct engagement with contractors, service technicians, vendors as needed;
- Organizing office operations and procedures; updating filing systems and organizational records;
- General correspondence; inventory control and vendor relationships;
- Other administrative and program event implementation duties may also be assigned.

Key Attributes and Skills:

Bilingual – Cantonese and English (Mandarin a plus); bi-literate Chinese a plus; bookkeeping skills; excellent verbal and written communications skills; sound judgment and problem solving skills; planning and organization skills; time management; attention to detail and accuracy; delegation; initiative; integrity; adaptability; teamwork; budgeting; inventory control; supply management; willingness to learn and commitment to excellence.

Health and other employee benefits provided. Salary commensurate with skills and experience.

Send resume and cover letter to Charles Lai, Executive Director clai@chungpakldc.org. 

Please no phone calls.