

## **Employer Website Advertisement**

### **Legal Compliance Manager (Position located in Newcastle, WA) (Job ID: LCM0426):**

Prime Metropolis Properties, Inc. (PMP) is a real estate brokerage and property management company assisting investors in small- and large-scale real estate investments and providing property management services for more than 1,000 properties in Washington and California. The Legal Compliance Manager will be responsible for ensuring that PMP is in compliance with all applicable local, state, and federal laws, regulations, and industry standards to avoid legal risks and maintain ethical business practices in the areas of real estate investment and property management. Specific responsibilities are as follows: 1. Monitoring and Assessing Compliance: Responsible for monitoring and assessing the organization's compliance with relevant local, state, and federal real estate and property management laws and regulations, as well as internal policies; reviewing company operations, processes, and procedures to identify potential compliance issues or gaps. 2. Developing and Implementing Compliance Programs: Develop and implement compliance programs. This involves reviewing existing policies, procedures, and guidelines that align with applicable laws and regulations; and providing training to employees on compliance requirements. 3. Conducting Regular Internal Compliance Audits: Conduct regular internal audits to assess the effectiveness of existing compliance programs and identify areas for improvement; analyze data, documents, and records to ensure compliance with legal requirements. 4. Providing Guidance and Advice: Advise management and employees on compliance matters; provide guidance on interpreting laws and regulations with a focus on ensuring that PMP's actions align with legal requirements; assist in resolving compliance-related issues or concerns. 5. Staying Updated on Regulatory Changes: Stay updated on changes in relevant local, state, and federal laws, regulations, and industry standards that may impact PMP's compliance obligations; continuously monitor regulatory developments and assess their implications for the company. 6. Reporting and Documentation: Responsible for maintaining accurate records of compliance activities, including audit findings, corrective actions taken, and any other relevant documentation; preparing reports for management and regulatory authorities as required. 7. Collaboration with Internal and External Stakeholders: Collaborate with internal stakeholders, including real estate sales, property managers, accounting, leasing, and task management teams, to ensure compliance across all departments; interact with external stakeholders, such as regulatory agencies or auditors.

#### **Job Type**

Full-time

#### **Salary Range**

\$120,000/year–\$130,000/year

#### **Benefits and other compensation**

Other compensation includes discretionary bonus; 9 paid holidays per year; PTO/sick leave 1 hour per 25 hours worked (max 160 hours).

Qualified applicants should send a cover letter and a resume to [jobs@pmp1988.com](mailto:jobs@pmp1988.com). Reference Job ID: LCM0426. No calls please.