



Job Announcement

Casa Ramon/ Arbor at Woodbury

Job #16-1143LA

Position Title: Assistant Property Manager **Posting Date:** September 19, 2016
Property Name and City: Casa Ramon, Orange & Arbor at Woodbury, Irvine
Position Type: Full-Time
Compensation: Depending on Experience

COMPANY SUMMARY:

The John Stewart Company is a full-service housing management, development and consulting organization that began in 1978 with a commitment to providing high quality service in the affordable housing sector. We work to enrich the lives of our residents and employees, while delivering our services cost-effectively, efficiently and with the highest levels of professionalism, compassion, integrity and respect.

SUMMARY OF THE POSITION:

Under the general supervision of the Property Manager, you assists the manager in the overall operation of the property, day-to-day implementation of policies, procedures and programs; maintains acceptable occupancy level and develops a supportive environment for all residents; interacts with and oversees vendors and establishes and maintains effective working relationships with onsite support staffs. Casa Ramon is a 75-unit Section 8 bldg. Arbor at Woodbury is a 90-unit tax credit family community.

DUTIES & RESPONSIBILITIES:

- Interviews and screens prospective residents for occupancy.
- Prepares, processes and signs leases and rules.
- Purchases general supplies, and services following the P.O. policy and procedures.
- Assists with inspections and monitoring work orders.
- Rent collection, receipting, prepares deposits using Boston Post property management software.
- Writes warning letters and prepares legal notices to residents.
- Submits required reports and maintains records according to JSCo policies.
- Performs related work and other duties required.

QUALIFICATIONS:

- High school diploma or GED required. BA degree desirable.
- Ability to read, write and communicate fluently in English.
- Excellent problem solving, listening, and deductive reasoning skills.
- Proficiency in Microsoft Word, Excel and Outlook.
- Must have 1- 2 years property management experience preferably with Tax Credit properties.
- Prior experience in managing affordable housing complexes.
- Must have valid Driver's License and reliable transportation, and be able to travel for training purposes.
- Knowledgeable regarding company policies, federal, state, and local laws, Tax Credit Section 42, and other rules that pertain to tenants.

Email Resumes To: Woodbury@jsco.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #16-1143LA in the subject line of the email.



An Equal Opportunity Employer

The John Stewart Company ("JSCo") provides equal employment opportunities to all employees and applicants for employment without regard race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other consideration made unlawful by federal, state, or local laws. San Francisco ONLY: JSCo will consider qualified applicants with a criminal history pursuant to San Francisco's Fair Chance Ordinance. Oakland ONLY: Section 3 candidates will be given priority at Section 3 properties.