



Job Announcement Laurel Gardens # 16-6033SAC

Position Title: Property Manager
Property Name and City: Laurel Gardens, Fairfield, CA
Position Type: Part 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:

Laurel Gardens is a small 30 unit multifamily property in the Fairfield area. The Property Manager will be responsible for overall daily operations. They must relate well to people, exercise good judgment and discretion in dealing with residents, visitors, vendors and staff.

DUTIES & RESPONSIBILITIES:

- Hire, supervise, train and evaluate staff necessary to carry out various assignments in the community. Also responsible for employee performance evaluations and improvement plans if needed. Basic list of duties and responsibilities
- Manage a waiting list, interview and screen prospective residents. Prepare, process & sign leases and rules.
- Oversee maintenance program consisting of supervision, inspections and monitoring work orders.
- Process purchase orders and submit for payment.
- Rent collection, receipting, prepare deposits using property management software. Submit required reports and maintain records according to company policies.

QUALIFICATIONS:

- Must have 1-2 years property management experience with Tax Credit properties as well as supervising multiple employees.
- Ability to empathize with residents and staff, while still enforcing community rules and company policies.
- Knowledgeable regarding company policies, federal, state, and local laws, Tax Credit policies and compliance protocol and other rules that pertain to residents including fair housing and anti-harassment laws.
- Knowledgeable regarding labor laws and company staff policies, ability to motivate staff.
- Demonstrated ability to work effectively with all common Microsoft software programs and quick to learn property management software and other applications. Knowledge of Boston Post software a plus.

Email Resumes To: Please send cover letter and resume to pmaps09@gmail.com

IMPORTANT NOTE! In order to be considered for this position you **MUST include the Job Reference # 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.