



# Job Announcement

## Hotel Isabel

### Job #16-5604SF

**Position Title:** Property Manager  
**Property Name and City:** Hotel Isabel – San Francisco  
**Position Type:** Full Time  
**Compensation:** \$60,000/year

**Posting Date:** December 15, 2016

#### 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:

Responsible for the overall operation of the property and the day to day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building and ensures compliance with all applicable regulatory agencies and federal, state and local laws.

#### DUTIES & RESPONSIBILITIES:

- Manages the day-to-day administration of the property. Exercises common sense, tact and diplomacy, good judgment, consistency and self-control in day-to-day contact with residents and in other business matters.
- Ensures consistent application of property rules, regulations, lease and lease documents within established regulatory guidelines. Reports all violations.
- Collects rents and other monies; ensures that all transactions are processed and input accurately, completely, and timely in Boston Post; completes weekly deposits of all monies collected.
- Interviews, hires, trains, evaluates, motivates, develops, discipline, and terminates all site staff.
- Ensures all staff adheres to Fair Housing laws.
- Supervises maintenance and janitorial staff.
- Walks vacant units regularly; performs annual or more frequent inspections of units.
- Bids out and selects contract services, negotiates vendor service agreements and monitors vendor performance.
- Ensures site staff responds to all resident requests or complaints in a timely, efficient and courteous manner.
- Develops and maintains good staff working relationships; provides leadership and encourages teamwork and cooperation among the staff.

#### QUALIFICATIONS:

- Basic mathematical skills with proficiency in reading, writing, and speaking English.
- Able to work in a fast-paced environment with ability to prioritize assignments to meet deadlines.
- Minimum of 3 years of experience in management, training and evaluation with Affordable Housing properties.
- Knowledge of Microsoft Word, Excel and Outlook are essential. Boston Post software knowledge is a plus.

**Email Resumes To:** [jscojobs@jsco.net](mailto:jscojobs@jsco.net)

**IMPORTANT NOTE!** In order to be considered for this position you *MUST* include the Job Reference #15-4282SF 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.