



Job Announcement

Corporate Office

Job #17-5621SF

Position Title: Regional Manager
Property Name and City: Corporate Office – San Francisco
Position Type: Full-Time
Compensation: Depending on Experience

Posting Date: January 12, 2017

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 direction of the Regional Director or Vice President, the Regional Manager is responsible for supervising the dialing operations of a portfolio of communities managed by JSCo. The Regional Manager interprets and implements management procedures based on the company policies and procedures, as well as all relevant governmental regulations.

DUTIES & RESPONSIBILITIES:

- Conduct recruiting, hiring and termination process as well as training and evaluation of all staffs.
- Prepares annual operating and capital budgets and reviews financial statements and reports.
- Responsible for direct contact with sponsor and regulatory agencies such as HUD, CHFA, HCD and TCAC.
- Conduct regular inspections of property and vacant apartments.
- Develop marketing materials and advertising as well as make recommendations to improve leasing effectiveness.
- Review delinquency report and take applicable action.

QUALIFICATIONS:

- Associates degree or equivalent professional certification. Bachelors of Arts or Science is desirable.
- A minimum of 4 years of Property Management experience and 2 years of personnel supervision, training and evaluation experience.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership and coordination of people and resources.
- Basic mathematical skill with excellent reading, writing and communication in English.
- Proficiency in Microsoft Word and Excel.

Email Resumes To: jscojobs@jsco.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #16-5586SF 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.