



Job Announcement

Chai House

Job #17-7112SBAY

Position Title: Property Manager
Property Name and City: Chai House I & II, San Jose
Position Type: Full-Time
Compensation: Depending on Experience

Posting Date: February 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:

Chai House I and II are interconnected senior housing properties. Chai I is a 70 unit HUD project based Section 8 property. Chai II is a 70 unit property governed by a City Affordability Agreement. The Property Manager will be 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; ensures compliance with all applicable regulatory agencies and federal, state and local laws; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors, and works with the Board of Directors.

DUTIES & RESPONSIBILITIES:

- Hires, supervises and evaluates staff performance
- Ensures compliance for all applicable programs and that all regulatory requirements are being met
- Collects rents, maintains acceptable level of accounts receivable and ensures accurate accounting records
- Utilizes purchase orders and adheres to all company accounting, vendor and reporting procedures
- Processes resident files and ensures all practices are in accordance with Fair Housing law
- Maintains a high level of occupancy and markets units in accordance with established criteria
- Supervises all aspects of maintenance; emergency, routine and preventative.
- Attends trainings, resident meetings, board meetings and other company or property events as required.

QUALIFICATIONS:

- Knowledge of federal, state, local laws government regulations
- Four years managing people, projects or equivalent combination of education and experience is desirable
- Must relate well to people, exercise good judgment and discretion
- Knowledge of Microsoft Office (Word, Excel, Outlook) is required; Boston Post software knowledge a plus
- Perform basic math, compute rate ratio, understand financial statements and assist with preparing annual budgets.
- Associates Degree, Bachelors of Arts or Science, or one year experience in affordable housing management.

Email Resumes To: mpowis@jsco.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #17-7112SBAY 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.