



Job Announcement

Franco Center Apartments

#17-1639 SAC

Position Title: Assistant Property Manager
Property Name and City: Kentfield Apartments, Stockton, CA
Position Type: Full Time
Compensation: Depending on Experience

Posting Date: January 9, 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:

Franco Center Apartments is a 112 unit senior property. The property is currently undergoing rehab. The Assistant PM must relate well to people, exercise good judgment and discretion in dealing with residents, visitors, vendors and staff.

DUTIES & RESPONSIBILITIES:

- Assists in the day-to-day administration of the property office in a clean and well organized manner.
- Exercises common sense, good judgment, consistency and self-control in day-to-day contact with residents and in other business-related matters.
- Assists Property Manager in consistent application of property rules and regulations, lease, lease addenda and documents, and reports all violations.
- Assists Property Manager in upholding compliance with regulatory requirements, which includes posting all licenses, permits, notices and occupancy permits required by federal, state and local jurisdictions; and preparation and submittal of reports in an accurate and timely manner.
- Communicates all problems to Property Manager for assistance in resolution.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each primary job function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to tell when something is wrong or is likely to go wrong and then apply general rules to specific problems to produce answers that make sense.
- Knowledge of company policies, federal, state and local laws, government regulations and agency rules that pertain to properties managed.
- Ability to read, understand and communicate information and ideas in writing so others will understand.
- Ability to handle a large number of projects at once and shifting priorities in a fast paced environment.
- High School Diploma or GED required. Associates Degree; Bachelors of Arts or Science; or one year office experience or equivalent combination of education and experience is desirable.

Email Resumes To: Please send cover letter and resume to pmaps09@gmail.com. **IMPORTANT NOTE!** In order to be considered you **MUST** include Job Reference # in the subject line.



An Equal Opportunity Employer

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