



Job Announcement

Sacramento Regional Office

#17-6042SAC

Position Title: Leasing Agent (Compliance Assistant) Posting Date: March 8, 2017
Property Name and City: Regional Office, Sacramento
Position Type: Full Time – Entry Level
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:

The Sacramento Regional Office is hiring an Entry Level Compliance staff person. The position works as part of a team under the direction of the Compliance Director. They must relate well to people, exercise good judgment and discretion in dealing with residents and staff. One year of experience as a Leasing Agent is required, Tax Credit experience is beneficial and attention to detail is a must.

DUTIES & RESPONSIBILITIES:

- Maintains good relationship with residents, and adheres to Fair Housing Equal Employment and Equal Housing Opportunity requirements.
- Assist with waiting list management, interview and screen prospective residents. Prepare, process & sign leases and rules.
- Schedules move-ins and prepare lease agreements and other related paperwork.
- Processes resident program re-certifications and renewals semi-annually and annually as required.
- Reports any areas or property issues that need attention to the proper departments such as the work order desk, janitorial, etc.
- Any additional administrative, compliance, marketing and/or lease-up duties not detailed above that may be requested by the Property Manager and/or Regional Manager.

QUALIFICATIONS:

- Must have 1 year leasing experience - HUD/Tax Credit is beneficial.
- 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.
- Ability to read, understand and communicate information and ideas in writing so others will understand
- Ability to listen to, understand and speak so others can understand ideas and information presented verbally
- 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 #17-6042SAC 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.