



Job Announcement

Lorenzo Creek and Adeline Apts. 16-5590SF

Position Title: Assistant Property Manager **Posting Date:** November 29, 2016
Property Name and City: Lorenzo Creek/Adeline Apts. in Castro Valley and Berkeley CA
Position Type: Full-Time 30 Hours per week
Compensation: \$15.25 per hour

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 general supervision of the Property Manager, you assists the manager in the overall operation of the property, day-to-day implementation of policies, procedures and programs; maintains acceptable occupancy level and develops a supportive environment for all residents, including special needs residents. APM interacts with and oversees vendors and establishes and maintains effective working relationships with onsite support staffs.

DUTIES & RESPONSIBILITIES:

- Assist Property Manager with conducting interviews and document completion for annual re-certification.
- Maintain and update resident files to Tax Credit (CTCAC) required standards.
- Proficient operation of Boston Post property management software.
- Receive and prepare work orders and work order history files
- Tracking of ongoing maintenance matters and assist with coordinating maintenance, vendors, residents and communicate ongoing status to manger.
- Prepare and assist in the 10-Day Delinquent Notices process.

QUALIFICATIONS:

- High school diploma or GED required.
- Ability to read, write and communicate fluently in English.
- Proficiency in Microsoft Word, Excel and Outlook.
- Minimum of 2 years of Assistant Property Manager experience of other property management experience. Experience with Tax Credit (CTCAC) programs is highly preferred.
- Ability to work in a team and independently with minimal supervision.

Email Resumes To: jscojobs@jsco.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #16-5590SF in the subject line of the email.

No Phone Calls Please



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.