



Job Announcement

CW House

Job #16-5597SF

Position Title: Assistant Property Manager
Property Name and City: CW House – San Francisco
Position Type: Full-time/Non Exempt
Compensation: Competitive Salary + Full Benefits

Posting Date: 12/7/2016

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, this position assists 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. Maintains required documentation for Tax Credit purposes and support the Manager with administrative duties. APM interacts with maintenance staff and oversees vendors, establishing and maintaining effective working relationships with onsite staff.

DUTIES & RESPONSIBILITIES:

- Assist Property Manager with conducting interviews and document completion for annual re-certification.
- Maintain and update resident files to TCAC and HUD 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 and other professionally written documentation.

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 or other property management experience. Experience with Tax Credit properties is highly preferred.
- Ability to work in a team and independently with minimal supervision, meeting deadlines.
- Ability to communicate effectively, follow directions and follow company/site policies.

Email Resumes To: jsojobs@jSCO.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #16-5597SF 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.