



Job Announcement South Bay Regional Office Job #17-7111SBAY

Position Title: Administrative Assistant
Property Name and City: South Bay Regional Office, Scotts Valley
Position Type: Full-Time
Compensation: Depending on Experience

Posting Date: February 17, 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:

The Administrative Assistant position is intended to assist and support the Office Manager, Regional Managers, Directors, VPs and in addition to performing Receptionist Responsibilities. This position deals with outside personnel such as residents, clients and agencies with contact in various forms such as in person, phone and email. This position is perfect for a candidate interested in training and advancement to Assistant Office Manager.

DUTIES & RESPONSIBILITIES:

- Assist Regional Managers/Directors/VP's with request for information from regulatory, Board of Directors, and/or financial agencies which might include but not limited to, research, preparation, compilation, and submission of report in an accurate and timely manner.
- Post open positions on the property management level. Proof, format & email SF the Job Posting for JSCo website.
- Assist Regional Managers in preparation of Board Agendas/minutes, and other items/reports requested by regulatory agencies, owners and social service agencies.
- Compiles and disseminates weekly vacancy reports and annual reports.
- Provides RFP/RFQ support; coordinating collection of necessary documents.
- Correspondence as needed and other MS Word/Excel/Publisher/PowerPoint projects
- Access database data entry and reports
- Reception and phone coverage
- A/R, printing and mailing invoices
- Mailings to residents, Elections, Annual Disclosures for Homeowners Associations and Coops.

QUALIFICATIONS:

- Minimum of 3 years as Administrative Assistant of a mid/large-sized business
- Demonstrate knowledge on Microsoft Office programs such as Word, Excel, PowerPoint and Outlook.
- Experience in the property development/management/construction industry a plus
- Ability to read, understand and communicate fluently in English.
- Good sense of awareness, urgency and follow procedures to solve problems.

Email Resumes To: jfield@jsco.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #17-7111SF 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.