



Job Announcement Village II Apartments #17-6040SAC

Position Title: Assistant Property Manager
Property Name and City: Village II Apartments, Suisun City
Position Type: Full Time
Compensation: Depending on Experience

Posting Date: February 28, 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:

Village II Apartments is a large 106 unit multifamily property. This property's rehab was completed in 2009 and is a lovely property in the Fairfield area. The Leasing Agent works as part of a team under the direction of the Property Manager, to lease units and provide customer assistance to the clients They 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:

- High school diploma or GED required.
- Ability to read, write and communicate fluently in English.
- Proficiency in Microsoft Word, Excel and Outlook. Knowledge of Boston Post software a plus.
- Minimum of one year experience in affordable housing management experience of other property management experience and two years managing people.
- Ability to work in a team and independently with minimal supervision.
- Ability to solve problems using logic and reasoning.

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 #17-6041SAC 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.