



Job Announcement Civic Center Hotel Job #17-5635SF

Position Title: Property Manager
Property Name and City: Civic Center Hotel, San Francisco
Position Type: Full Time
Compensation: Depending on Experience

Posting Date: February 15, 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:

Responsible for the overall operation of the property and the day to day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building and ensures compliance with all applicable regulatory agencies and federal, state and local laws.

DUTIES & RESPONSIBILITIES:

- Ensure consistent application of property rules and regulations, lease documents and report all violation.
- Process, complete and maintain accurate resident files at move-in and at each recertification within established regulatory guidelines.
- Conduct recruiting, hiring and termination process as well as training and evaluation of all staffs.
- Obtains appropriate documentation, completes certifications and collects deposits and rents in accordance with program policies and procedures.
- Ensures site staff responds to all resident requests or complaints in a timely, efficient and courteous manner.
- Walks vacant units regularly; performs annual or more frequent inspections of units.
- Exercises common sense, tact and diplomacy, good judgement, and self-control in day-to-day contact with residents, support services and in other business-related matters.

QUALIFICATIONS:

- High school diploma or GED required. BA degree or two years experience in affordable housing and management is desirable.
- Basic mathematical skills with proficiency in reading, writing, and speaking English.
- Able to work in a fast-paced environment with ability to prioritize assignments to meet deadlines.
- Knowledge of Microsoft Word, Excel and Outlook are essential. Boston Post software knowledge is a plus.

Email Resumes To: jscojobs@jsco.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #17-5635SF 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.