



Job Announcement

Stevenson House

Job #17-7116SBAY

Position Title: Assistant Property Manager
Property Name and City: Stevenson House, Palo Alto
Position Type: Full-Time
Compensation: Depending on Experience

Posting Date: March 3, 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 AND PROPERTY:

Under the general supervision of the property manager, assists the manager in the overall operation of the property, and day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; maintains acceptable occupancy level and develops a supportive environment for all residents; assists the manager in the oversight of onsite staff and their duties; interacts with and oversees vendors. Establishes and maintains effective working relationships with onsite support services staff.

DUTIES & RESPONSIBILITIES:

- Assists in the day-to-day administration of the property office 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, and other regulatory requirements
- Assists Property Manager with preparation of board related materials and tasks
- Reviews receivables, collects rents and other monies and processes deposits. Consults with Property Manager determine necessary course of action to collect outstanding balances
- Creates purchase orders and adheres to all accounting and reporting procedures required by JSCO.
- Assists in ensuring staff compliance with JSCO safety and emergency preparedness program.
- Conducts unit tours and inspections

QUALIFICATIONS:

- Ability to read, understand and communicate information and ideas in writing so others will understand.
- Ability to read and understand basic financial statements and a willingness to learn to prepare annual budgets.
- Ability to handle a large number of projects at once and shifting priorities in a fast paced environment.
- Knowledge of Microsoft Office programs such as WORD, EXCEL, and OUTLOOK are essential. MRI software knowledge a plus.
- High School Diploma or GED required. Associates Degree; Bachelors of Arts or Science; or one year experience in affordable housing management.

Email Resumes To: stevensonhouse@jSCO.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #17-7116SBAY 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.