

## **JOB ANNOUNCEMENT**

**POSITION:** Assistant Manager, Full-time

**SALARY:** D.O.E. + Full Benefits

**DESCRIPTION OF COMPANY:** Caritas Management Corporation (CMC) is a wholly-owned, for-profit subsidiary of Mission Housing Development Corporation (MHDC). Created in 1983, CMC now manages over 1,500 affordable housing units for MHDC and various other non-profit, community based organizations in San Francisco. The types of housing range widely, from single room occupancy hotels to apartment buildings for families and seniors. CMC's services include financial management, rent-up and on-going leasing, maintenance, janitorial and security. Minority-owned and operated, CMC's philosophy of tenant-supportive and fiscally sound management.

**DESCRIPTION OF POSITION:** We are seeking an Assistant Manager to assist the property or resident manager with overall operation of the property and day-to-day implementation of policies, procedures and programs that ensure a well-Managed and maintained building. Maintains acceptable occupancy level and develops a supportive environment for all residents. Assists manager in the oversight of onsite staff and their duties, interacts with vendors.

**SUMMARY OF RESPONSIBILITIES:** Assists the Manager with the daily operations of the building, with duties including rent collection, bank deposits, completing lease agreements, maintaining tenant files, recertifications, processing legal notices for non-payment or other lease violations, overseeing maintenance of the property, conducting unit inspections, keeping building records and other administrative support such as filing, typing correspondence and processing paperwork. Provides front desk coverage, answering and directing phone calls, taking messages, maintaining a daily log, enforcing community rules, visitor policy and sign in/out procedures, recording and completing maintenance work orders and writing incident reports.

### **REQUIRED QUALIFICATIONS:**

- 1 plus year of property management experience, preferably in affordable housing.
- 1 plus year of experience in supervising staff.
- Excellent verbal and written communication skills, with the ability to generate written correspondence, reports and documentation.
- Knowledge of accounting/bookkeeping skills for maintaining resident accounts receivable ledgers.
- Understanding of and sensitivity to a diverse, low-income population
- Organizational abilities, record-keeping and filing skills
- Maturity and ability to handle emergencies, resident concerns, and complaints while meeting necessary time restrictions

### **TO APPLY:**

Send resume and letter of interest to:

Caritas Management Corporation  
1358 Valencia St.  
San Francisco, CA 94110

Or

Email: [caritasHR@caritasmanagement.com](mailto:caritasHR@caritasmanagement.com)

### **E Q U A L O P P O R T U N I T Y E M P L O Y E R**

Caritas Management Corporation ("CMC") 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: CMC 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.