



# Job Announcement Rincon de Los Esteros

Job # SB 10-5563SB

**Position Title:** Occupancy Specialist **Posting Date:** August 19, 2010  
**Property Name:** Rincon de Los Esteros, San Jose  
**Position Type:** Full Time, Nonexempt  
**Compensation:** Depending on Experience

## PROPERTY SUMMARY:

246 Unit Tax Credit Property spread over 8 buildings consisting of 1, 2, and 3 bedroom units.

## SUMMARY OF THE POSITION:

Occupancy Specialist is responsible for maintaining the waiting list, interviewing new applicants and conducting annual recertifications. The Occupancy Specialist is also responsible for preparing Tenant Income Certifications for the Property Manager's review. The Occupancy Specialist must relate well to people and exercise good judgment in dealings with residents, applicants and other staff members. Duties are subject to change with the needs of the property.

## PRIMARY JOB FUNCTIONS:

- Ability to effectively and professionally interact and communicate with your manager, other employees, vendors, residents, senior staff, owners, sponsors and clients.
- Ensures compliance requirements per Tax Credit program guidelines.
- Maintains updated waiting list.
- Prepares and completes initial certification applications for approval.
- Completes recertification interviews per property schedule.
- Relays information regarding apartment availability and rent amounts to prospects.
- Enters applicants information into Boston Post program.

## QUALIFICATIONS:

- Ability to read, understand and communicate information and ideas in writing so others will understand.
- Ability to listen to, understand and speak so others can understand ideas and information presented verbally.
- A minimum of 1 year of leasing experience is needed.
- Demonstrated knowledge on Microsoft Office programs such as WORD, EXCEL, and OUTLOOK are essential.

**Send Resumes To:** Marjorie Hernandez, Property Manager  
Email: [losesteros@jSCO.net](mailto:losesteros@jSCO.net)



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