

JOB POSTING GATE 20070504

DATE OF POSTING:	04 May 2007
JOB TITLE:	Community Manager
CLOSING DATE:	20 May 2007
HIRING MANAGER:	Shelly Gilcrest
MANAGER EMAIL:	shelly@sfinvest.com

DESCRIPTION OF JOB

- Provide a safe and healthy living environment for our residents.
- Market the property as needed.
- Process applications, rental agreements and move-in/out paperwork.
- Collect rent.
- Conduct daily apartment and grounds inspections
- Prepare work-orders as needed.
- Coordinate maintenance work-orders with the Maintenance team to assure timely completion.
- Enforce community policies
- Communicate in writing with the Residents as needed.
- Support the needs of the property manager.

MINIMUM QUALIFICATIONS

- Prior experience preferred.
- Clear MVR and Criminal Background Check
- Excellent customer service, accounting and organizational skills
- Positive and attentive work ethic.
- Experience with the Microsoft Office Suite and Microsoft Windows based workstations required
- Applicant must not have any impairment that prevents lifting of objects weighing more than 25 pounds, and must be able to work on a ladder and climb stairs.

HOURS, DUTIES AND CLASSIFICATION OF JOB

This is a part time position with approximately 20 hours of weekly work available. The classification is part-time, hourly, at-will.

Pay Range

The pay for this position is \$11 - \$13, depending on qualifications and experience.

Benefits

Part-time positions include partial holiday pay based on a formula. Medical benefits are included.

To Apply For This Position

Go to <http://www.sfinvest.com/employment/employment.htm> and follow the instructions. We do not conduct drop-in interviews. If you have no internet access, please contact 530-899-7584 for more information.

SFinvest welcomes referrals from agencies, however, does not pay commissions to the agencies. Prospective employees must pay any agency fees.