

HOUSING TECHNICIAN

ROSENOW SPEVACEK GROUP INC.

A Redevelopment Consulting Firm

POSITION Rosenow Spevacek Group Inc. (RSG) is a vibrant company seeking a Housing Technician to assist in compliance monitoring for affordable housing programs. RSG is strongly oriented towards quality service and is looking to fill the position with a candidate that is highly motivated, professional and customer-oriented.

RESPONSIBILITIES The Housing Technician will conduct compliance monitoring for affordable housing programs, including property inspections, database/records management, and income certifications/recertifications.

REQUIREMENTS *Education:* High School diploma is required and an Associates degree is preferred.

Experience: One to three years full-time employment in an administrative position is required. Experience in property management, escrow, title, affordable housing or a similar field is preferred. However, any combination of experience and training that would likely provide the required knowledge and abilities may be considered.

Abilities: The ideal candidate is detail-oriented with strong administrative skills (such as organizational, filing and word processing) and has experience working in a fast-paced office environment. Proficiency with Microsoft Word and Excel are required. The ability to work independently and accurately within a scheduled time frame is important. Applicant must have a car, a valid California drivers license and proof of car insurance for housing inspection field work. Although not an employment requirement, experience with loan document preparation, escrow processing or housing monitoring is preferred. Bilingual English/Spanish is a plus.

COMPENSATION Wage will be commensurate with experience, along with an excellent benefits package. RSG offers a competitive compensation package which includes paid vacation and sick leave, health insurance coverage and a 401(k) profit sharing program.

HOW TO APPLY

Send cover letter & resume to:

Attn: Hiring Manager - Hsng Tech 2010 (Reference WebRSG)
ROSENOW SPEVACEK GROUP INC.
309 West 4th Street
Santa Ana, California 92701-4502

Email cover letter & resume to:

Or send via email to: jobs@webrsg.com (Reference Hsng Tech 2010 - WebRSG)

Posting ends August 15, 2010

RSG is an Equal Opportunity Employer

JOB POSTING

Hsng Tech 2010