



The award winning Yerba Buena Gardens in San Francisco, CA, a mixed use public place with retail, culture and recreation is currently seeking qualified applicants for the position of Assistant General Manager. This position will report directly to the General Manager of Yerba Buena Gardens and will direct and coordinate the daily work activities of the Yerba Buena Gardens staff, including office administration and accounting, tenant coordination, janitorial services, landscaping, engineering services, loss prevention/risk management and event management.

Qualified applicants will have a college degree and must possess a current BOMI Institute Real Property Administrator (RPA) certification. Applicants must have 3-5 years management experience in open space, commercial or retail property management. This position will require someone who exhibits a high degree of enthusiasm for customer service and is capable of leading a team to provide excellent customer service to clients and park visitors. The Assistant General Manager will oversee events produced in Yerba Buena Gardens, therefore some skill and knowledge about event planning/production will be necessary. The Assistant General Manager will be an exempt position, therefore applicants should be able to work days, evenings, weekends, and holidays if necessary. A job offer will be contingent on the negative outcome of a drug screen and criminal history background check.

Job duties and responsibilities may include but are not limited to:

- Staff recruitment and management
- Coordination of services with subcontractors for janitorial, landscaping and security
- Employee training and development
- Reading and understanding architectural plans for special projects
- Permitting for events
- Developing annual budgets and maintaining financial and accounting records including payroll
- Implementing emergency/evacuation plans and procedures
- Working with vendors for a farmer's market
- Leading an area Security consortium
- Responding to local, state and national government agencies inquiries
- Attending conferences and seminars
- Maintaining and promoting "green" and sustainable park practices.

Qualified candidates will email a cover letter, resume and two letters of recommendations from former employers in the property management field. The cover letter must indicate salary history and why the applicant is qualified for the position. Cover letters, resumes and letters of recommendation are emailed to the Director Human Resources at jobs@mjmimg.com with "Assistant General Manager" in the subject line. MJM Management Group is an Equal Opportunity Employer