

Assistant Property Manager – Woodbridge, VA

A.J. Dwoskin & Associates Inc., a real estate development and property management company, is currently seeking an **Assistant Property Manager** for our community in Woodbridge, Virginia.

This position is responsible for the collection and posting of rents, processing accounts receivables, monitoring of external utility collections and notifications, preparation of notices for residents, preparing monthly rent increase worksheets, managing resident move-out, assisting leasing team, maintaining residential files, and inputting all financial information, rental applications, renewals, and transfer information into the system.

Requirements include:

- College Degree plus 2-3 years of directly related experience to include property oversight
- Dependable, organized, detail oriented, and able to multi-task
- Ability to build and maintain customer and vendor relationships
- Understanding of the importance of curb appeal, occupancy and turnover
- Excellent verbal and written communication skills
- Strong computer skills including MS Office
- Must be willing to work some overtime including weekends and Holidays
- Working knowledge of ADP and Yardi software is a definite plus.

A.J. Dwoskin & Associates, Inc. offers a competitive starting pay and benefits package to include, health and dental insurance, disability and life insurance, 401(k) with company match, flexible spending, employee assistance program, and tuition reimbursement. Our employees even enjoy their birthday off with pay!

If you meet our qualifications above, please forward your resume to jobs@dwoskin.com . If you are selected for an interview, a member of our talented human resources team will reach out to you make the appropriate arrangements. *Please note we handle all staffing needs internally, so we respectfully request that we not be contacted by employment and staffing agencies at this time.*

In accordance with the EEOC guidelines, A.J. Dwoskin & Associates, Inc. is an equal opportunity employer and does not discriminate in its hiring or employment practices.

