

## Assistant Property Manager – Alexandria, 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 Alexandria, 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 5 years of directly related experience
- Prior Property Management experience
- Valid drivers license and reliable transportation
- Dependable, organized and extremely detail oriented
- Excellent verbal and written communication skills
- Math and accounting aptitude
- Ability to build and maintain customer and vendor relationships
- Strong computer skills including MS Office
- Must be willing to work some overtime including weekends and Holidays

### **Qualifications:**

Qualified candidates will have a minimum of an Associate's degree and of 2-5 years managing a multi-family property. Candidates must understand the importance of curb appeal, occupancy and turnover, and have excellent written and verbal communication skills. Must prioritize effectively, demonstrate attention to detail, excellent customer service skills, and the ability to multi-task and remain organized. Incumbents should be proficient in MS Office software to include Outlook, Word and Excel, and have experience in corporate outreach and resident retention. English-Spanish bi-lingual desired but not required. 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](mailto: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.