

Office Administrator / Receptionist

A.J. Dvoskin & Associates Inc., a real estate development and property management company, is currently seeking a dynamic part-time **Office Administrator / Receptionists** to join our team. To cover the morning shift – Monday through Friday.

Primary responsibilities include:

- Reception, phones and other related activities.
- Assisting with organizing staff functions, and coordinating internal office moves.
- Coordinating the off-site records management.
- Purchasing and monitoring of office supplies and furniture inventory.
- Coordination and ordering of maintenance staff uniforms.
- Scheduling and overseeing the service maintenance of office equipment.
- Day-to-day operations to include; distributing building access keys, computer back-up tapes, telephone system, mail services, and general housekeeping items to include maintaining the kitchen area and supply room.
- Main office catering needs; ordering, set-up, and clean-up of catered food.
- Liaison with vendors.

This position requires prior receptionist experience, 2 to 3 years of office administration experience, an aptitude for learning computer systems, great organizational skills, attention to detail, self-motivation and initiative, and a friendly helpful attitude.

If you meet our qualifications above, please forward your resume to jobs@dwoskin.com or apply online at if you are selected for an interview, a member of our human resources team will reach out to you to make the appropriate arrangements.

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