Assistant Manager
Arlington, VA

The Assistant Property Manager will be responsible for assisting the Property Manager in all job assignments for the residential property.

Responsibilities include:
- Assist in providing general direction and supervision to the onsite personnel and contractors
- Assure that the policies and procedures of the community and all lease requirements are adhered to by residents
- Assure that resident income and asset certifications and re-certifications are uniformly completed with the highest degree of accuracy
- Assume the duties of the Site Manager in her/his absence
- Conduct building and grounds inspections weekly
- Purchase supplies, parts, goods, and services
- Manage contracts and contractors
- Handle all complaints, concerns or problems brought to the attention of management
- Manage delinquencies & rent collections
- Ensure the smooth turnover of all vacant apartments
- Ensure that all records in the management office are maintained and stored properly
- Schedule semi-annual inspections of all apartments

Minimum requirements:
- High School diploma or equivalent
- Minimum 2 years providing customer service
- Knowledge and experience of low-income tax credit
- Section 8 experience preferred
- Minimum 2 years of administrative experience
- Proficiency with MS Office and Yardi software
- Strong verbal and written communication skills
- Fluency in Spanish is a plus

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