



Office Manager

AHC Management LLC
Arlington, VA

The Office Manager manages the administrative support function for the Senior Vice President of the property management company.

Responsibilities include:

- Preparing business documents such as presentations, reports, minutes, property surveys, and packages
- Act as point of contact for vendor accounts
- Process invoices, check requests, and credit card statements
- Provide support to site staff as directed by the Senior Vice President
- Supervise office administrative support for AHCM
- Keep all office data updated & accessible
- Other related administrative duties

Minimum requirements:

- Associates degree
- Minimum 5 years' experience in providing administrative support
- Experience may be substituted for education
- Experience & proven ability to provide exceptional customer service
- Knowledge of various office equipment
- Telephony and audio-visual experience
- Knowledge of mail processes such as postage machine, FedEx, and UPS
- Experience and ability to create & monitor a budget
- Basic accounting knowledge
- Proficiency in MS Office
- Ability to create reports and presentations as needed
- Familiarity with Yardi preferred
- Ability to work evenings & weekends if needed

For immediate consideration, please email your cover letter and resume to jobs@ahcinc.org or visit & apply on our website www.ahcinc.org, under the 'About Us' tab. E/O/E