

Job Opening: Office Administrator

Work Location: Fairfax

Salary: \$24.00 hr. plus bonus

A.J. Dvoskin & Associates is a Northern Virginia based property management and real estate investment company specializing in multi-family communities and retail shopping centers. We are seeking an Office Administrator to join our team at the corporate office in Fairfax, VA.

The Office Administrator will be part of the human resources team and will facilitate the smooth operation of the day-to-day activities associated with the front desk and all common areas of the main office to include the breakroom, meeting rooms, supply room and shared office equipment.

The ideal candidate thrives in a dynamic, fast-paced environment and has experience in a customer facing role. A true self starter who takes initiatives and assumes accountability for the role by staying on top of duties and deadlines, and resolving issues as they arise. The incumbent will have excellent communication and customer service skills, along with a positive attitude. Must be proficient in Microsoft Office with the ability to learn other company specific software. Must be a friendly, flexible, organized team player with good attention to detail, the ability to multi-task, and demonstrate professionalism in both presentation and delivery.

Primary Responsibilities for this role include but are not limited to:

- Ensuring the office is tidy and ready for business at the start of each day. (Copiers and equipment functioning and stocked, lights on, meeting rooms ready for use, kitchen stocked and ready)
- Greeting visitors, receiving and transferring phone calls, and other related front desk activities.
- Purchasing and inventory of office and kitchen supplies to ensure we remain adequately stocked.
- Day-to-day operations to include; distributing building access keys, sending and receiving couriers, telephone system, mail sorting and distribution, and general housekeeping items to include maintaining the kitchen area, supply rooms, and common areas.
- Monitoring and maintaining shared office equipment and placing service calls when needed.
- Processing payments for invoices and following up with vendors.
- Coordinating internal office moves with human resources, I/T, and department heads.
- Coordinating the off-site document management system.
- Assisting with organizing staff functions and events.
- Managing catering needs; ordering, set-up, and clean-up of catered food.
- Preparing communications for internal circulation.
- Completing Ad hoc projects and providing assistance to the human resources team as needed.

We offer our employees a competitive salary and benefits package to include health, dental, vision, disability and life insurance, 401(k) with company match, flexible spending, employee assistance program, paid training, tuition reimbursement, housing discount, paid volunteer days, paid time off and holidays. Our employees even get to celebrate their birthday off with pay!

If you meet our qualifications and are selected for an interview, a member of our human resources department will reach out to schedule an interview. We have an in-house recruiter and respectfully ask that only job seekers contact us. No agencies please.

In accordance with EEOC guidelines, we are an equal opportunity employer and do not discriminate in our hiring or employment practices. All candidates who meet our qualifications above are invited to apply.

To apply, please send resume to: jobs@dwoskin.com