

Job Title: Administrative Department Supervisor

Department: Corporate Office

Location: Manassas, VA

Hours: Monday through Friday 8:30 A.M – 5:00 P.M.

Scope of Work: Supervises the administrative department which provides support to community managers, to include but not limited to the following:

The responsibilities are as follows:

- Supervise a staff of 8 administrative assistants
- Compose, proofread, and mail correspondence.
- Schedule meetings and appointments as needed.
- Process annual registrations for clients.
- Process architectural applications.
- Process violation letters.
- Prepare the daily inspection schedule.
- Process pool and parking passes.
- Process lender questionnaires.
- Update and process disclosure packages.
- File owner correspondence and community paperwork.
- Provide administrative support for special projects as necessary.
- Other duties as assigned.

Requirements:

- High school diploma required.
- Previous supervisor/manager experience preferred.
- Previous community management industry experience preferred.
- Experience with Microsoft Office, including Word and Excel.
- Effective English verbal and written communication skills.
- Extremely professional with strong working knowledge of customer service principles and practices.
- Strong attention to detail is a must.
- Ability to favorably represent the Company image to clients.
- Ability to multi-task and meet firm deadlines.

To be considered for this opportunity, please submit your resume and salary requirements. Employment is contingent upon pre-employment background check.