



Position Available
In
Dahlgren and Tappahannock, VA

Assistant Property Manager
Dahlgren Harbor and Rappahannock Apts.

Progressive non-profit affordable housing communities are seeking a motivated individual to join our staff. Duties include assisting the Property Manager with:

- Marketing and leasing units in a timely manner
- Collecting, posting, and depositing rent in a timely manner
- General Office and Receptionist duties
- Other duties as assigned

Successful candidate will:

- Be skilled in the use of computers and software applications
- Be able to establish effective relationships with tenants and co-workers
- Possess some knowledge of office and property management functions
- Previous property management experience plus
- Have good organizational, customer service, and communication skills
- Possess a high school degree or the equivalent

This position is a full time position with excellent pay and benefits. Salary is commensurate with experience.

To apply, please email resume to Hal Davis at hdavis@chpc2.org
or fax to 804-343-7208.

Dahlgren Harbor and Rappahannock Apartments, along with Community Housing Partners, are an Equal Opportunity Employer.