

ASSISTANT MANAGER

The Columbia Residences Condominium Association is seeking an Assistant Manager to support the General Manager to oversee the daily operations of the property and to help him with his strategic work with the Board. The Columbia Residences, a condominium building at 2425 L Street NW, Washington, DC 20037, comprises 225 residential units and four commercial units. Residents range in age from newborns and toddlers to persons well into retirement, and young students to working adults. The facilities of the building include a large landscaped lot, guest parking spaces, a fitness center, a swimming pool, and community rooms that are managed by Association employees and contractual staff. The building is historic, having served for over 100 years as the Columbia Hospital for Women until the early 2000s.

PRINCIPAL JOB RESPONSIBILITIES

PROJECT MANAGEMENT: The Assistant Manager administers and oversees contract execution and compliance; maintains building management and communications platforms such as BuildingLink; and provides a monthly report to the General Manager.

FINANCIAL MANAGEMENT: The Assistant Manager processes invoices and collections for services, including in-unit, guest suite rentals, and move-in-move-out fees; serves as the point of contact with a management company to ensure proper monthly financial reporting and accounting.

BUILDING MANAGEMENT: The Assistant Manager serves as the point of contact for the building services contracts with oversight responsibilities for performance of contractual staff; and responds to property owners and tenants' inquiries and makes referral to the proper team.

ADMINISTRATIVE DUTIES: The Assistant Manager prepares monthly Board packages, including agenda, management and financial reports; sets up meeting space and remote connections; attends, records, and finalizes meeting minutes.

MINIMUM QUALIFICATIONS

- At least 3 years of experience in property management, hospitality, or a related field
- Excellent communication (particularly writing), interpersonal, and collaboration skills
- Proficiency in Microsoft Office Suite applications, property management software and platforms, such as BuildingLink, Strongroom
- Has or is working toward a Certified Manager of Community Associations (CMCA) certification or equivalent within one year, as well as participates in ongoing industry-specific continuing education

SALARY AND BENEFITS

- \$65–70K, negotiable based on experience
- Health Insurance Coverage, Employer Matching 401(k) Retirement Plan, Paid Time Off (e.g., holidays, vacation, sick leave), Flexible Work Arrangement, and Continuing Education and Membership Fees

HOW TO APPLY: If you are interested in joining our team, please send your resume and cover letter to Nick Elgas, General Manager at manager@columbiaridences.com.