

### **Assistant Community Manager**

Trinity Management is seeking an experienced, full-time Assistant Community Manager for Franklin Hill Apartments in Boston. Applicant must have 2-5 years of experience in the property management field with Low Income Tax Credit and Section 8 experience, as well as other government programs.

Proficiency in Microsoft Word and Excel, excellent organizational skills, a working knowledge of Yardi (preferred), a positive attitude, excellent customer service skills and the ability to work and communicate well with others are desired. A bachelor's degree and Spanish proficiency is a plus.

Applicant's responsibilities will include, but are not limited to: marketing and leasing, rent collections, processing maintenance work orders, property inspections, vendor relationships, and completing monthly reports as assigned. Qualified applicants are encouraged to submit resumes and salary requirements to Courtney Reeves, [mvickers@trinitymanagementcompany.com](mailto:mvickers@trinitymanagementcompany.com)