

Trinity Management, LLC seeks an experienced Leasing Manager. At Trinity Management, LLC, we pride ourselves in providing exceptional, customer-focused property-management services. Our goal is to aid in the revitalization of communities, enhancing the lives of our residents and neighbors, strengthening local commerce, and fostering opportunities for positive growth. We manage a mixed-income, mixed-use portfolio of vibrant housing communities.

Our Leasing Manager provide administrative support to the Community Manager in the areas of resident relations, application intake, and processing of verifications. The primary responsibility of the Leasing Manager is accepting and processing applications while maintaining an accurate understanding of the status of each unit. They will work closely with the Service Manager to guarantee that the standards of the property are being upheld and that the property as a whole is in a condition to be viewed by potential residents. The Leasing Coordinator also conducts move-out and move-in inspections and builds relationships with current and future residents.

A successful candidate must have a strong property management background that includes knowledge of affordable housing and all laws and regulations pertaining to affordable housing and property management. This includes an understanding of tax credit regulations, ADA, and the Fair Credit Reporting Act. Experience with Yardi is preferred. **For this position, we are seeking a Spanish speaking candidate.**

Specific logistical details include, but are not limited to, the following:

- 40 hours per week
- Salary commensurate with experience
- 15 days Paid Time Off

Trinity Management, LLC offers its team members a competitive salary and benefits package that includes medical, dental, 401(k) plan, life insurance, PTO, paid holidays and tuition reimbursement. Trinity Management, LLC is an Equal Opportunity Employer.

Please send resumes to: Cassie Klatskin cklatskin@trinitymanagementcompany.com