

Administrative Assistant

Trinity Management, LLC, is in need of an Administrative Assistant for Orchard Gardens, an award-winning property in Roxbury, MA.

Office experience, knowledge of Microsoft Word, a commitment to customer service and a professional manner are required.

Experience with Yardi software is a definite plus. Bilingual in English and Spanish desired.

If qualified, please send resume to Community Manager Sharon Russell-Mack, srussellmack@trinitymanagementcompany.com