

Orchard Gardens, an award-winning affordable property in Roxbury, MA, has an immediate opening for an **Administrative Assistant**. The individual will report directly to the Property Manager. He or she will answer phones and greet visitors, provide proper forms, answer general questions and, when necessary, direct visitors to the appropriate staff person. The successful candidate will also keep files in order and prepare correspondence and forms. He or she could be asked to help with marketing materials, leasing, and more as directed by the Property Manager.

Trinity Management, LLC, is an equal opportunity employer.

Send application and cover letter to Property Manager Sharon Russell-Mack,
SRussellMack@trinitymanagementcompany.com .