

Trinity Management, LLC seeks an experienced Assistant Community 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 Assistant Community Managers work closely with our Community Managers to provide a positive resident experience and ensure that the operations of the property are running smoothly. We are looking for someone who shares our passion for resident relations who can greet all residents and visitors, answer incoming calls, and handle resident conflict professionally. Responsibilities of the Assistant Community Manager include organizing all office files, processing applications, processing maintenance work orders, maintaining relationships with vendors, and preparing communication (letters, email, etc.) with residents.

A successful candidate must have 2-5 years of property management experience that includes a background with Section 8 housing. Assistant Community Managers are required to be highly organized and proficient with Microsoft Office. A knowledge of Yardi is also encouraged. **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