



Trinity Management is seeking an experienced Assistant Community Manager in Boston. Applicant must have 2-3 years of experience in the property management field with Section 8 and LIHTC experience

ASSISTANT COMMUNITY MANAGER

GENERAL SUMMARY

The Assistant Property Manager fulfills administrative and clerical responsibilities and other assorted duties as assigned.

MAJOR DUTIES

1. Greets all visitors in a professional manner and refers same to appropriate staff.
2. Answers all incoming calls, screens and directs callers to appropriate personnel.
3. Gathers mail from designated area; opens and date stamps all incoming mail.
4. Files material in appropriate files.
5. Ensures resident files are in proper order.
6. Accurately type memos/letters/purchase orders, etc., as required.
7. Accepts deposits with resident applications.
8. Assists with typing and preparing move-in packages.
9. Collects rents and leaves in location designated by the Property Manager.
10. Receives and processes work orders.
11. Contacts appropriate person in case of any emergency.
12. Handles problems with residents as they arise, and informs the Property Manager of resident-related problems.
13. Required to market and lease property according to Company policy and applicable state and federal laws.
14. Required to process applications.
15. Required to clip all advertising from newspapers, etc., and places in advertising log.
16. Required to process accounts payable weekly for Property Manager's approval.
17. Required to perform duties in accounting/property management software system.
18. Monitors and processes rent collections; implements follow through with delinquent account procedures, including evictions and bad debt write offs.
19. Supervises staff and outside contractors, establishes grounds and maintenance schedules in the absence of the Property Manager.
20. Coordinates and monitors apartment make-ready procedures.
21. Ensures that property is maintained in a clean, safe, and attractive manner at all times.
22. Stays current on industry trends and changes in regulatory regulations.
23. Maintains current industry certifications, as required.

24. Accepts responsibilities from Property Manager or senior staff and performs related duties consistent with the scope of the position and incidental to the responsibilities assigned.

SUPERVISION EXERCISED

In absence of the Property Manager, supervises all property staff.

Qualified applicants are encouraged to submit resumes and salary requirements to Gerard Jean-Leger at gjean-leger@trinitymanagementcompany.com

Trinity is an Equal Opportunity Employer. Trinity does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.”