

Trinity Management, LLC - Regency is looking for an experienced full-time Assistant Property Manager for a luxury mixed-income Market Rate & Low Income Housing Tax Credit (LIHTC) high rise apartment community in New Bedford, MA.

Applicant must have:

- 2-5 years of experience in the multifamily housing field with LIHTC experience (SHCM®, C3P® or equivalent preferred)
- Proficiency in Microsoft Word and Excel
- Solid knowledge of Yardi property management software

The successful candidate will have excellent organizational skills, a positive attitude, customer service skills and the ability to work and communicate well with others. Being bilingual in Spanish or Portuguese is a plus.

Applicant's responsibilities will include, but are not limited to: marketing & leasing, rent collections, resident relations, payable processing, processing maintenance work orders, LIHTC certifications and file compliance, property inspections, vendor relationships, completing monthly reports, other duties as assigned.

Trinity Management, LLC offers its employees a competitive salary and benefits package that includes medical, dental, 401(k) plan, life insurance, PTO time, paid holidays and tuition reimbursements.

Qualified applicants are encouraged to submit resumes.

Trinity Management, LLC is an Equal Opportunity Employer. Trinity Management, LLC: "Enhancing Communities, Changing Lives"

Job Type: Full-time

Please submit cover letters and resumes to:

Karie Vincent, Community Manager kvincent@trinitymanagementcompany.com