

Trinity Management, LLC is looking for an experienced, full-time Assistant Property Manager for The Foley Senior Residences, 249 River Street, Mattapan. Applicant must have 2-5 years of experience in the property management field with Low Income Housing Tax Credit (LIHTC) experience. Professional designations such as SHCM®, C3P® or equivalent are preferred as is a working knowledge of Yardi software. In addition, a proficiency in Microsoft Word and Excel, excellent organizational skills, a positive attitude, excellent customer service skills and the ability to work and communicate well with others are required. A bachelor's degree and Spanish proficiency is a plus. Applicant's responsibilities will include, but are not limited to: marketing and leasing, rent collections, processing maintenance work orders, LIHTC certifications and file compliance, property inspections, vendor relationships and completing monthly reports 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 and salary requirements to: Executive Director Alain Montes, amontes@trinitymanagementcompany.com. Trinity Management, LLC is an Equal Opportunity Employer.

Trinity Management, LLC: *“Enhancing Communities, Changing Lives”*