

Assistant Property Manager – Mattapan –

Assistant Property Manager: The Foley, an historic and beautiful building in Mattapan which serves the elderly, is in need of an Assistant Manager who has some experience with tax credit financing rules for tenant eligibility. Among the duties are collection of rents and deposits, assistance with move-in information and preparations, processing of work orders, marketing and leasing of apartments in accordance with federal and state laws, processing of accounts payable, and more as assigned. Reports to Property Manager; supervises all staff in absence of Property Manager. If interested, contact Regional Director Jeanmarie O'Brien, jobrien@trinitymanagementcompany.com.