

## Assistant Property Manager

**Assistant Property Manager:** Trinity Management is seeking an experienced, full-time Assistant Property Manager for the Mattapan Heights in Mattapan. Applicant must have 2-5 years of experience in the property management field with LIHTC experience (SHCM®, C3P® or equivalent is preferred), proficiency in Microsoft Word and Excel, excellent organizational skills, a working knowledge of Yardi (preferred), a positive attitude, excellent customer service skills and the ability to work and communicate well with others. 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. Qualified applicants are encouraged to submit resumes and salary requirements to: