

Trinity Management, LLC is seeking a full time community coordinator/administrative assistant for 35 @ Eight Sixty, a busy affordable housing management office in Boston, MA.

**MAJOR DUTIES to include:**

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; routes mail to appropriate personnel/building/department.
4. Puts outgoing mail in mailbox before close of workday.
5. Keeps daily records of whereabouts of office personnel.
6. Files material in appropriate files.
7. Ensures office and resident files are in proper order.
8. Accurately type memos/letters/purchase orders, etc., as required.
9. Logs all calls and visitors on traffic report.
10. Accepts deposits with resident applications.
11. Assists manager with typing and preparing move-in packages.
12. Makes outgoing calls and pages staff members, as required.
13. Collects rents and leaves in location designated by the Community Manager.
14. Receives and processes work orders.
15. Contacts appropriate person in case of any emergency.

16. Handles problems with residents as they arise, and informs the Community Manager of resident-related problems.

**Qualifications** ·Bi-lingual (English/Spanish ·High school diploma or equivalent required.  
·Consistently demonstrates professionalism in appearance and attitude. ·Exhibits excellent verbal and written communication and phone skills. ·Possesses good organizational skills. ·Basic proficiency in Microsoft Office (Word, Excel, and Outlook).  
·Proficient use of printer/copier/scanner/fax machine. ·Proven ability to function well with regular interruptions. ·Able to handle confidential and highly-sensitive material. ·Ability to be flexible, self-directed, resourceful, and adaptable to changing situations.  
·Willingness to learn and take on new tasks.

Please email Senior Property Manager Kelly Encarnacao,  
[kencarnacao@trinitymanagementcompany.com](mailto:kencarnacao@trinitymanagementcompany.com)