

EIV Coordinator Position

Trinity Management is seeking an experienced, EIV Coordinator at Mission Park Apartments in Boston. Applicant must have 2-3 years of experience in the property management field with Section 8 experience. 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, COS and bilingual are a plus. Applicant's responsibilities will include, but are not limited to running EIV reports monthly and/or quarterly (Identity, New Hire, Multiple Subsidy, Decease, No income and Income Discrepancy. Research reports monthly for discrepancies and document file. Meet with residents to discuss income discrepancies. Send letters to residents that appear on New Hire Report, meet and discuss and send third party if applicable. Work with Recertification Specialist with completing EIV income reports. In charge of updating/completing EIV Binders. Recertify Zero income residents quarterly. Filing recertification and scanning files. Qualified applicants are encouraged to submit resumes and salary requirements to Gerard Jean-Leger at gjean-leger@trinitymanagementcompany.com