

TITLE: Occupancy Specialist

DEPT: Site Office, Boston

REQUIREMENTS:

Must be fluent in Cantonese and Mandarin, as well as English

COS designation desired

Organizational skills to gather, assemble and maintain data from a wide range of sources

Working knowledge of database, spreadsheet, word processing software—including Yardi or One Site

Proficient typing skills

Interview applicants for housing: LIHTC, Section 8, HOME, etc.

Implements HUD regulations and rules; MassHousing regulations and rules

Interviews tenants for Annual and Interim recertifications

Maintains files in accordance with HUD, Trinity, agency standards

Updates changes to the WaitList according to HUD standards

Performs other duties as required

Please send letter of interest and resume to Senior Community Manager, Patricia Castrataro,
pcastrataro@trinitymanagementcompany.com