

Occupancy Specialist

Trinity Management is seeking a qualified, motivated and experienced Occupancy Specialist for four sites in Dorchester, MA. The candidate should possess experience with LIHTC, Project-based Section 8, and mobile vouchers, annual and interim recertifications and general leasing skills. The candidate should be highly organized and detail-oriented and comfortable meeting or exceeding deadlines. A working knowledge of Microsoft Office, with emphasis on Excel, is preferred, as is knowledge of YARDI software. Vietnamese or Spanish language skills are a plus.

If you are interested in applying or know someone to refer for the position, please e-mail resume to Community Manager Vanda Mendes, vmendes@trinitymanagementcompany.com.