

Trinity Management, LLC is looking for an experienced, full-time Property Manager for a combination property that consists of Low Income Housing Tax Credit (LIHTC) apartments, Commercial units and Condominiums in Dorchester, MA.

Applicant must have 2-5 years of experience in the property management field with LIHTC experience (SHCM®, C3P® or equivalent is required), and a working knowledge of Commercial and Condominium real estate.

Proficiency in Microsoft Word and Excel, excellent organizational skills, knowledge of Yardi (preferred), a positive attitude, excellent customer service skills and the ability to work and communicate well with others.

Bachelor's degree and bilingual skills are preferred. 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.

Trinity Management, LLC offers its employees a competitive salary and benefits package that includes medical, dental, 401(k) plan, life insurance, PTO time, paid holidays and tuition reimbursements.

Qualified applicants are encouraged to submit resumes and salary requirements to: jdonahue@trinitymanagementcompany.com. Trinity Management, LLC is an Equal Opportunity Employer. Trinity Management, LLC: "Enhancing Communities, Changing Lives"