

Recertification Specialist

Trinity Management is seeking an experienced, Recertification Specialist at Mission Park Apartments in Boston. Applicant must have 2-3 years of experience in the property management field with Section 8 and LIHTC experience. Proficiency in Microsoft Word, 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. An applicant with COS and bilingual are a plus (Chinese Speaking preferred). Applicant's responsibilities will include, Complete annual recertification within required time frames following Mission Park procedures. Completing re-certification forms completely and accurately. Send out third party verifications. Follow HUD and LIHTC policies to calculate and determine residents' rent. Filing recertification and scanning files. Qualified applicants are encouraged to submit resumes and salary requirements to Gerard Jean-Leger at gjean-leger@trinitymanagementcompany.com

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