

**Assistant Property Manager: The Carruth**, in Dorchester, is looking for an experienced, full-time Assistant Property Manager for a Low Income Housing Tax Credit (LIHTC) and commercial property in the Boston area. Applicant must have 2-5 years of experience in the property management field with LIHTC experience (SHCM®, C3P® or equivalent is preferred), 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 and Spanish proficiency is a plus. 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.

At Trinity Management LLC, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid sick time, paid company holidays and paid vacation, recruitment bonus benefits, confidential employee assistance programs and tuition reimbursements. EOE. Qualified applicants are encouraged to submit resumes and salary requirements to: [dgoldwait@trinitymanagementcompany.com](mailto:dgoldwait@trinitymanagementcompany.com).