

Maintenance Superintendent – The Carruth, in Dorchester, has an immediate opening and great career opportunity for an experienced Maintenance Superintendent to oversee all aspects of maintenance at a mixed-use property. The successful candidate will have basic knowledge of plumbing, electrical, appliance repair, carpentry, and HVAC. Must have excellent communication skills and have a strong customer service philosophy. Previous apartment maintenance experience is required. Knowledge of Yardi is a plus. A valid Driver's License with your own vehicle and the ability to participate in emergency on-call service rotation and snow removal are also required. Bilingual in English/Spanish is preferred.

Responsibilities include completing all property work orders, on-call emergency maintenance, snow removal, conducting site and unit inspections, coordinating and supervising contractors and vendors, purchasing materials, supervising the day to day maintenance and janitorial duties of the property, budget tracking, maintaining maintenance records, executing a preventive maintenance program.

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.***

Maintenance Superintendent: Washington Beech, in Roslindale, has an immediate opening and great career opportunity for an experienced Maintenance Superintendent to oversee all aspects of maintenance at a mixed-use property. The successful candidate will have basic knowledge of plumbing, electrical, appliance repair, carpentry, and HVAC. Must have excellent communication skills and have a strong customer service philosophy. Previous apartment maintenance experience is required. Knowledge of Yardi is a plus. A valid Driver's License with your own vehicle and the ability to participate in emergency on-call service rotation and snow removal are also required. Bilingual in English/Spanish is preferred.

Responsibilities include completing all property work orders, on-call emergency maintenance, snow removal, conducting site and unit inspections, coordinating and supervising contractors and vendors, purchasing materials, supervising the day to day maintenance and janitorial duties of the property, budget tracking, maintaining maintenance records, executing a preventive maintenance program.

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: Regional Director Jonathan Donahue, donahue@trinitymanagementcompany.com

Property Manager: The Rowe, in New Haven, Conn., is looking for an experienced, full-time Property Manager to manage this mixed-income, high-rise property consisting of 104 Market Rate and LIHTC units. Applicant must have 2-5 years of experience in the property management field with LIHTC experience (SHCM®, C3P® or equivalent a plus), computer skills (Word and Excel – Yardi is a plus), a positive attitude, ability to work and communicate with others and have excellent customer service skills. Applicant's responsibilities will include, but are not limited to: budget preparation/adherence, marketing & leasing, rent collections, LIHTC certifications and file compliance, property inspections, vendor relationships and staff leadership.

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: bcuttle@trinitymanagementcompany.com

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.

Assistant Property Manager:Enso Flats and Centre 50, a new property in Brockton needs an experienced, full-time Assistant Property Manager with a mix of market-rate apartments, affordable apartments, and commercial units. Applicants 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. 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: jdonahue@trinitymanagementcompany.com.