



www.trinitymanagementllc.net

75 Federal Street, Fourth Floor, Boston, MA 02110 617-542-3019; Fax: 617-542-2213

CAREER OPPORTUNITY

Job Title: Occupancy Specialist , part time

Date: January 2, 2014

Property: Maverick Landing

Street Address: 31 Liverpool Street

City/Town, Zip: East Boston, MA 02128

Contact person: Jennifer Pizarro

Telephone: 617-569-7455

e-mail address: jpizarro@trinitymanagementcompany.com

Anticipated Start Date: ASAP

Pay Range: \$16/hour, 24 hours per week

Immediate Supervisor: Jennifer Pizarro

Regional Director: Jeanmarie O'Brien

Trinity Management LLC is an Equal Opportunity Employer.



JOB OPPORTUNITY

Job Description:

OCCUPANCY SPECIALIST

The Occupancy Specialist provides administrative support to the Property Manager in the areas of resident relations, application intake, processing of verifications, and such other tasks as will allow the Property Manager to fulfill his/her responsibilities.

MAJOR DUTIES

1. Under the direction of the Property Manager, accepts and processes applications and verifications so that 50059/50058 or other certifications may be completed.
2. Keeps the Property Manager informed as to upcoming vacancies so that the next resident may be selected from the applicant pool.
3. Receives and processes mail.
4. Keeps the Property Manager informed of potential or actual problems related to physical, financial, or human relations issues within the building.
5. Mails transmittals of bills for Property Managers approval.
6. Sets up and maintains resident files as directed by the Property Manager to comply with company and/or regulatory requirements.
7. May be responsible for conducting annual, move-out and move-in inspections.
8. Mails rental receipts from the back and posts entries to tenant ledger accounts.
9. Establishes and maintains an annual recertification and lease renewals schedule.
10. May be responsible for preparing monthly arrearage report for review by Property Manager.
11. Follows up on non-payments of rent by telephone and/or letter as necessary.
12. Periodically checks on common areas, grounds, and vacant apartments to ensure that maintenance schedules are being followed.
13. Handles all incoming telephone requests for maintenance, including preparation of work orders and distribution to Maintenance Superintendent or designated maintenance personnel.
14. Handles all leasing activity under the supervision of Property Manager
15. Provides secretarial support to the Property manager as needed to effectively operate the development.
16. May be required to perform such other duties as assigned or inferred relative to the effective operation of the building, including secretarial support for the Regional Director when requested.

SUPERVISION EXERCISED

Discretion is limited to minor matters generally involving financial sums less than \$100; routine inquires for residents vis-à-vis building operations; suggestions or recommendations to Property Manager in areas such as budget development and/or office operation. May be asked to oversee office support help where applicable.

SUPERVISION RECEIVED



JOB OPPORTUNITY

Directly responsible to Property Manager; occasionally accountable to Property Manager and other senior staff when involved in special projects.

Position allows slightly more autonomy than Rental Administrator based on one or more the following:

- Complexity of development
- Nature/characteristics of resident population
- Marketing of Units
- Supervision of Office Support staff

TOOLS AND EQUIPMENT USED

Multi-line Telephone system, personal computer including database, copy machine, postage machine, fax machine, calculator, pager, 2-way radio.

PHYSICAL DEMANDS

The Physical Demands described here are the representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands or arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close visions and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate to loud.

SELECTION GUIDELINES

Formal Application rating of experience and education, oral interview and reference check, job related tests may be required. The Duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to position.

