

TRINITY MANAGEMENT

Trinity Management, LLC is looking for an experienced, full-time Community Manager to manage a LIHTC apartment community, in Woonsocket, RI consisting of a total of 89 LIHTC units. Applicant must have at least 3-5 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 and leasing
- rent collections
- LIHTC certifications and file compliance
- property inspections
- vendor relationships
- staff leadership

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: Bob Cuttle, Executive Vice President: bcuttle@trinitymanagementcompany.com

Trinity Management LLC is an Equal Opportunity Employer.
Trinity Management: "Enhancing Communities, Changing Lives"