

TRINITY MANAGEMENT

Trinity Management, LLC seeks an experienced Recertification Specialist. At Trinity Management, LLC, we pride ourselves in providing exceptional, customer-focused property-management services. Our goal is to aid in the revitalization of communities, enhancing the lives of our residents and neighbors, strengthening local commerce, and fostering opportunities for positive growth. We manage a mixed-income, mixed-use portfolio of vibrant housing communities.

Our Recertification Specialists provide administrative support to the Property Manager by responding to telephone inquiries, touring prospective residents, and completing lease paperwork. We are looking for someone who shares our passion for resident relations who can greet all residents and visitors, answer incoming calls, and handle conflict professionally. Our Recertification Specialists work closely with the other members of the management team to communicate resident interest, maintenance requests, and resident events. They will also work to understand market conditions and execute local outreach and marketing efforts.

A successful candidate must have a strong property management background that includes knowledge of affordable housing and all laws and regulations pertaining to affordable housing and property management. Leasing Specialists are required to be highly organized and proficient with Microsoft Office.

Specific logistical details include, but are not limited to, the following:

- Ability to work nights and weekends
- 40 hours per week
- 15 days Paid Time Off

Trinity Management, LLC offers its team members a competitive salary and benefits package that includes medical, dental, 401(k) plan, life insurance, PTO, paid holidays and tuition reimbursement. Trinity Management, LLC is an Equal Opportunity Employer. A full job description can be available upon request.

Please send your resume to hr@trinitymanagementcompany.com.