



Chestnut Hill Realty

## **Administrative Assistant (Chestnut Hill, MA)**

Work for an award winning, growing Property Management company where you will have the training you need to add to your skill set, the schedule you want to maintain a great work-life balance, and the pay and benefits you deserve. Learn new skills and make a positive impact on people's lives every day. We are a family owned company where you are not a number, but a valued member of our team.

Chestnut Hill Realty's mission statement is "Managing People's Homes with Pride. The Administrative Assistant in the property management office is essential to making our mission possible. Successful Administrative Assistants are strong communicators, a team player, have great organization skills who can work in an ever-changing fast-paced environment.

### **As an Administrative Assistant in the corporate office, you will:**

- Provide administrative support to members of the corporate property management team as needed
- Prepare materials and reports utilizing an array of tools including Excel, Word and PowerPoint
- Assist with the coordination of company-hosted internal and external events (seminars, receptions, resident events, etc.).

### **Are you the right person for the job?**

- A minimum of one-year reception/office experience is preferred.
- Possess strong communication skills, both verbal and written; excellent phone and customer service skills
- Excellent time management skills. Good at prioritizing as well as a high degree of accuracy and careful attention to detail.
- Knowledge of MS Word, Excel, Power Point and Outlook.

### **Some of the benefits to you:**

- Attractive total compensation package with hourly base pay
- The person in this position is empowered to drive their own success by learning and taking on different tasks
- Excellent benefits package including: medical, dental, vision, 401(k), 2 weeks of vacation, your birthday off, PTO for volunteer hours
- Chestnut Hill Realty apartment discount
- Opportunities for recognition and personal development
- Positive work environment

**If you are organized and self-motivated with the willingness to go the extra mile for other team members, we want to hear from you. To apply: submit resume to [resumes@chestnuthillrealty.com](mailto:resumes@chestnuthillrealty.com)**

*All job offers contingent upon satisfactory background check.*