



Chestnut Hill Realty

## **Administrative Assistant – Human Resources (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 Human Resources Administrative Assistant is essential to making our mission possible. Successful Administrative Assistants are detail oriented and precise, have great organization skills, and can work in an ever-changing fast-paced environment.

Picture yourself working in Boston, without the hassle of taking the T or paying for parking. You will be exposed to strategic and operational aspects of the entire Human Resources functions by providing support to: payroll processing, benefits administration, onboarding new employees and other various clerical duties. Every day is different – demanding, rewarding, and fun.

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

- Reduced week work schedule, between 20-30 hours
- 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
- Great work-life balance
- Opportunities for recognition and personal development
- Training is provided
- Positive work environment

*All job offers contingent upon satisfactory background check.*