



Chestnut Hill Realty

Administrative Assistant – Property Management (Norwood, 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 leasing 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 Norwood leasing office, you will:

- Manage the daily requirements of a busy reception desk as well as provide administrative assistance to the property management staff in overseeing operations of our apartment community.
- Be responsible for answering all incoming calls and handling daily mail
- Work with the to approve incoming applications for prospective residents as well as assist the Service Manager with a variety of tasks

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
- Ability to handle multiple tasks at once
- Knowledge of MS Word, Excel and Outlook. Ability to learn and operate company software programs
- Comfortable with a reduced schedule of Monday, Tuesday, Friday 10a.m. to 4p.m. and an occasional weekend day

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
- Opportunities for recognition and personal development
- Positive work environment

If you have a positive and enthusiastic attitude with the willingness to go the extra mile for other team members and our residents, we want to hear from you. To apply: submit resume to resumes@chestnuthillrealty.com

All job offers contingent upon satisfactory background check