



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 leasing office 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, resident questions and handling daily mail
- Work with the leasing staff to approve incoming applications for prospective residents as well as assist the Service Manager with a variety of tasks
- Provide backup leasing support including responding to leads, and conducting community tours

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 Friday, Saturday, Sunday and Monday. Friday and Monday hours are 9 a.m. to 5 p.m., Saturday and Sunday are 10 a.m. to 5 p.m.

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

All job offers contingent upon satisfactory background check