



Administrative Assistant (Newton, 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 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.

Picture yourself working in a luxury community, where you will be exposed to operational aspects of Property Management. Every day is different – challenging, rewarding, and fun. Don't have experience? No problem! All you need to be successful is an interest in working with and learning from all types of people. We provide an environment fostered by continuing professional growth through mentorship, collaboration and career development.

As an Administrative Assistant, you will:

- Be responsible for answering all incoming calls, resident questions
- Receives, sorts and routes mail the appropriate personnel
- Assists with planning and execution of resident events
- Performs other duties as assigned to support the operation of the community

Are you the right person for the job?

- Prior administrative experience a plus, but not required
- 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

Some of the benefits to you:

- Attractive total compensation package with hourly base pay
- Excellent benefits package including: medical, dental, vision, 401(k), 2 weeks of vacation, your birthday off, PTO for volunteer hours
- 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