



## **Administrative Assistant - Leasing (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 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.

Picture yourself working in Boston, without the hassle of taking the T or paying for parking. You will be exposed to operational aspects of Property Management by being involved in the leasing process, distribution of resident correspondence, answer main phone line and handle or route calls, organize and maintain files. Every day is different – challenging, rewarding, and fun.

### **As an Administrative Assistant, 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

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

- Must be able to work the following schedule: Sunday through Thursday
- 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

### **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*