



Chestnut Hill Realty

Assistant Property Manager (Cambridge, MA)

Chestnut Hill Realty is seeking a motivated Assistant Property Manager to assist in overseeing operations of 300 units in Cambridge. The primary responsibility of this position is to assist the Property Manager in the general administration of the property and perform all related management functions, including, but not limited to, coordinating leasing and marketing efforts, approve credit applications, promote lease renewals, resident relations, collections, and any other duties or responsibilities that may be assigned by the Manager. The ideal candidate should possess strong communication skills, both verbal and written; impeccable customer service skills; marketing skills; and a professional demeanor at all times. Must be proficient in MS Office. Relevant industry experience working in Residential Property Management preferred.

To apply, submit a resume with salary requirements to resumes@chestnuthillrealty.com.

All job offers contingent upon satisfactory background check.