



Chestnut Hill Realty

Assistant Property Manager (Norwood, MA)

Chestnut Hill Realty is seeking a motivated Assistant Property Manager to assist in overseeing operations of a 300+ apartment community located in Norwood. 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. This position will require working at least one weekend day as part of their schedule. Must be proficient in MS Office. Relevant industry experience working in Residential Property Management preferred.

All job offers contingent upon satisfactory background check.