



**Chestnut Hill Realty**

## **Community Manager (Chestnut Hill, MA)**

We are seeking a Community Manager for Hancock Estates in Chestnut Hill. Applicants must have a minimum of one year of experience in a similar position, preferably in property management. Proficiency in Microsoft Word and Excel, excellent organizational skills, a working knowledge of Yardi, a positive attitude, excellent customer service skills and the ability to work and communicate well with others are desired. Applicant's responsibilities will include, but are not limited to: marketing and leasing, rent collections, staff management, property inspections, vendor relationships, and completing monthly reports as assigned.

*All job offers contingent upon satisfactory background check.*