



Chestnut Hill Realty

Corporate Assistant – Marketing (Chestnut Hill, MA)

Work for an award winning 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.

You will be a valued and recognized team member for an industry leading property management company that has earned a great reputation for their quality and stability. Chestnut Hill Realty is a company that invests in the future and is a great place to build your future. This is a company you will be proud to work for.

As the Assistant, you will:

- Support Executive team
- Assist with the creation and coordination of marketing materials and company literature,
- Manage distribution of sports tickets
- Assist with corporate event planning
- Assist with preparation of presentations and reports, using PowerPoint and Excel
- Provide office management including monitoring conference room calendars to prepare for meetings, maintain office, kitchen and conference room supplies

Are you the right person for the job?

- Must exhibit an exceptional commitment and attention to detail and take pride in one's work
- Strong computer skills and proficiency across all platforms, including but not limited to Microsoft Office Suite, Outlook, Photoshop/photo editing software, email and web-based applications
- High level of professionalism with the ability to maintain sensitive and confidential information
- Motivated self-starter capable of working independently as well as within a team environment
- Excellent interpersonal communication skills, especially across all levels of the organization, and pleasant demeanor

Some of the benefits to you:

- Competitive compensation
- Excellent benefits package including: medical, dental, vision, 401(k), 2 weeks of vacation, your birthday off, PTO for volunteer hours
- Chestnut Hill Realty apartment discount

All job offers contingent upon satisfactory background check.