



Executive Assistant (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 real estate company that has earned a great reputation for their quality and stability. Chestnut Hill is a company that invests in the future and supports the most innovative technology and green initiatives. This is a company you will be proud to work for.

As an Executive Assistant, you will:

- Prepare reports and presentations
- Managing the calendar of the President of Development and Construction

Are you the right person for the job?

- Must be proficient with Microsoft (Word, Outlook, Excel, PowerPoint) and Adobe programs.
- Exceptional customer service and interpersonal communication skills in order to effectively interact with consultants, municipal officials, team members, and other business contacts.
- Ability to effectively work under pressure, reassess daily competing priorities and proactively meet deadlines

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.