



## **Front Desk Administrative Assistant, Brookline Brokerage (Brookline, MA)**

Work for an award winning, growing Property Management 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. We are a family owned company where you are not a number, but a valued member of our team.

Chestnut Hill Realty's mission statement is "Managing People's Homes with Pride. The Administrative Assistant in the brokerage office is essential to making our mission possible. Successful Administrative Assistants are strong communicators, a team player, have great organization skills who can work in an ever-changing, fast-paced environment.

### **As an Administrative Assistant in the Brookline brokerage office, you will:**

- Manage the daily requirements of a leasing office as well as provide administrative assistance to the property management team
- Be responsible for answering all incoming calls, resident questions and handling daily mail
- Greet prospects and residents when they come into the leasing office
- Work with the leasing team on incoming applications for prospective residents
- Interact with residents, respond to inquiries with high degree of tact and professionalism

### **Are you the right person for the job?**

- A minimum of one-year reception/office experience is preferred, but not required
- Possess strong communication skills, both verbal and written; excellent phone and customer service skills
- Ability to handle multiple tasks at once, and reprioritize accordingly
- Proficiency in Microsoft Word, Excel and Outlook

### **Some of the benefits to you:**

- Attractive total compensation package with hourly base pay
- 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
- Great work-life balance
- Opportunities for growth and professional development
- Positive work environment

*All job offers contingent upon satisfactory background check*