



Chestnut Hill Realty

Human Resources Assistant (Chestnut Hill, MA)

Do you have strong customer service and technical skills (MS Excel, Word, Outlook)? Attention to detail and polished communication skills? Interest in Human Resources with desire to learn and contribute in all functional areas? Then we want to hear from you!

Don't have Human Resources Experience? Don't worry! All you need to be successful is to be interested in working with and learning from all types of people. We provide an environment fostered by continuing professional growth through mentorship, collaboration and career development.

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 **Human Resources Assistant** is essential in making our mission possible. This position gives you exposure to all Human Resources functions such as payroll, benefits, recruiting, onboarding new employees, and special projects. Successful Human Resource Assistants have an interest in starting a career in HR and are willing to learn.

Chestnut Hill Realty is looking for a Human Resources Assistant to join their team in **Chestnut Hill, MA**. Picture yourself working in Boston, without the hassle of taking the T or paying for parking. Every day is different – demanding, rewarding, and fun.

We offer annual performance reviews with the opportunity to earn raises and advancement opportunities. We even have an HR Appreciation Day every year to recognize your efforts and a way to say "thank you".

Some of the benefits to you:

- **Attractive total compensation package with hourly base pay**
- **25- 30 Hour Flexible Work Week gives you time to focus on your personal interests**
- Drive your own success by learning and taking on different tasks
- **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 professional development and career growth
- Opportunities for recognition and personal development
- Strong promote-from-within company culture
- Training is provided
- Positive work environment

Email resume with salary requirements via email at resumes@chestnuthillrealty.com.

Please click here to apply online for [Human Resources Assistant \(Chestnut Hill, MA\)](#)

All job offers contingent upon satisfactory background check.