



Chestnut Hill Realty

Part Time Administrative Assistant – Property Management (Norwood, 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 leasing 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.

Must be able to work the following schedule: Friday, Saturday, Sunday and Monday. Friday and Monday hours are 9 a.m. to 5 p.m., Saturday and Sunday are 10 a.m. to 5 p.m.

As an Administrative Assistant in the Norwood leasing office, you will:

- Manage the daily requirements of a leasing office as well as provide administrative assistance to the property management team in overseeing operations of our apartment community
- 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 to approve incoming applications for prospective residents
- Provide backup leasing support including responding to leads, and conducting community tours
- 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
- Must have weekend availability

Some of the benefits to you:

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

All job offers contingent upon satisfactory background check