



Chestnut Hill Realty

Seasonal Administrative Assistant (April through September) (Chestnut Hill, MA)

Chestnut Hill Realty, one of the premier full-service real estate companies in New England, is in need of confident, customer oriented professionals whose presence and abilities will make a difference for our customers. This is a great opportunity for career advancement and professional development in Property Management. This seasonal position is available now through Labor Day. This is a full time position, one weekend day is a must.

Position Responsibilities:

- Phone Coverage
- Receive AM & PM voice mail messages and distribute accordingly.
- Answering main office line throughout the day, transferring calls to the appropriate individual or taking messages as needed.
- Excellent phone etiquette required.

Office Support

Maintaining files, posting Craigslist ads, and miscellaneous projects and research assignments as directed by Property Manager.

Requirements:

- Proficiency in Microsoft Excel and Word is required.
- Self-motivated and hard-working
- High-energy and commitment to high performance in a busy, multi-task work environment
- Sales or customer service experience and some college preferred
- Seasonal Position

All job offers contingent upon a satisfactory background check.