

### **Seasonal Administrative Assistant, Chestnut Hill**

Chestnut Hill Realty's mission statement is "Managing People's Homes with Pride. The Administrative Assistant in the property management 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.

This seasonal position is available now through Labor Day. Must be available to work Monday through Friday, 9 a.m. to 5p.m.

As an Administrative Assistant in the corporate office, you will:

- Provide administrative support to members of the corporate property management team as needed
- Prepare materials and reports utilizing an array of tools including Excel, Word and PowerPoint
- Assist with the coordination of company-hosted internal and external events (seminars, receptions, resident events, etc.)

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

Some college preferred

Seasonal Position