



Chestnut Hill Realty

Seasonal Rental Assistant (April through September) (Brighton, MA)

Answer phones, file, schedule appointments, greet clients, follow up on leasing leads, assist residents, provide excellent customer service, assist with placing ads, update building notices, and complete other miscellaneous administrative tasks as assigned. Must be proficient in MS Word and Outlook. This is a seasonal position; Monday through Friday 9 a.m. to 5 p.m.; occasional weekend hours will be required. Available now through Labor Day.

All job offers contingent upon satisfactory background check.