



Seasonal Rental Assistant (April through September) (West Roxbury, MA)

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

General duties include, but are not limited to: file, schedule appointments, greet clients, follow up on leasing leads, assist residents, 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; must be available Saturday and Sunday 10 a.m. – 4 p.m., and three flexible days Monday to Friday 9 p.m. to 5 p.m.; Available now through Labor Day.

All job offers contingent upon a satisfactory background check.