



Chestnut Hill Realty

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

Answer phones, 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 satisfactory background check.