



## Chestnut Hill Realty

### **Seasonal Rental Assistant (March through September) (Framingham, 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. Must be available to work Saturday and Sunday 10:00 a.m. to 4:00 p.m.; Friday and Monday 9:00 a.m. to 5:00 p.m.

#### **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.

##### *Leasing Duties*

Will serve as a backup leasing consultant. You may greet customers, explain our pricing and models, show our apartment communities, close deals, follow up on customer leads and help coordinate marketing efforts.

##### *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 satisfactory background check.*