



Seasonal Rental Assistant (May through September) (Brighton, 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: 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; must be able to work a weekend day 10 a.m. to 5 p.m.; Weekday Hours 9 a.m. to 5 p.m. 37.50 hours per week. Available now through Labor Day.

All job offers contingent upon a satisfactory background check.