



Chestnut Hill Realty

Seasonal Rental Assistant (May through September) (Providence, RI)

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 10 a.m. to 5 p.m., and two evenings until 7 p.m., 30 hours per week; Available May through mid-September.

All job offers contingent upon satisfactory background check.