



Chestnut Hill Realty

## Summer Administrative Assistant (Chestnut Hill, MA)

We are seeking a motivated, personable person with an interest in real estate, hospitality, and sales to join us for the summer at our corporate office in Boston. The person in this role will have the opportunity to learn about the exciting and fast-paced residential property management industry from the ground up.

You will work closely with our Director of Residential Leasing to provide assistance in the day-to-day operations of our corporate leasing team. Each day will be unique, requiring an ability to prioritize, multitask, think creatively, take initiative, and employ a diverse set of skills.

### WHO YOU ARE:

- A Strong Communicator. Your writing and speaking skills are clear and effective, helping you connect well with others.
- Organized. You are flexible and able to juggle appointments and personal interactions with teammates smoothly.
- Motivated. You invest extra energy to reach your goals.

### WHAT YOU'LL DO:

- Connect with our partners through scheduling and coordinating open houses.
- Keep accurate records of leasing trends and maintaining important leasing spreadsheets.
- Handle multiple administrative tasks throughout the day.

### REQUIREMENTS:

- Currently attending a college— preferably in a Hospitality, Real Estate, Business, or Marketing discipline.
- Strong communication, organizational, and multitasking skills with a sharp attention to detail and professional presence.
- Demonstrated proficiency in working with computers including word processing and excel.
- Excellent communication, interpersonal, and organizational skills.
- Access to a reliable vehicle to run errands is preferred.

Apply via email by submitting a resume to [resumes@chestnuthillrealty.com](mailto:resumes@chestnuthillrealty.com)

*All job offers contingent upon satisfactory background check.*