



Chestnut Hill Realty

Summer Administrative Assistant (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 approximately 38 hours per week and the assignment will last from April through August (approx). Ability to work Tuesday through Thursday (10 to 6), Friday (9 to 5) and Saturday (10 to 4) schedule as well as some holidays as required.

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.
- Appearance and demeanor appropriate for upscale property and clientele
- 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

Apply by submitting a resume to resumes@chestnuthillrealty.com

All job offers contingent upon satisfactory background check.