



Chestnut Hill Realty

Summer Administrative Assistant (West Roxbury, MA)

Answer phones, schedule appointments, greet clients, follow up on leasing leads, assist residents, assist with placing ads and complete other miscellaneous administrative tasks as assigned. Must be proficient in MS Word and Outlook - Some weekend work may be required. This is a seasonal position; must be available Tuesday through Saturday. Tuesday through Friday the hours will be 10 a.m. to 6 p.m. Saturday's hours will be 10 a.m. to 4 p.m.; May 1st through Labor Day.

Apply by submitting a resume to resumes@chestnuthillrealty.com

All job offers contingent upon satisfactory background check.