



Chestnut Hill Realty

Summer Receptionist (Brookline, MA)

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 4 p.m., Sunday 11 a.m. – 4 p.m., Monday and Friday 10 a.m. to 6 p.m.; Available now through Labor Day.

All job offers contingent upon satisfactory background check.