



Chestnut Hill Realty

Weekend Receptionist (Brookline, MA)

The Chestnut Hill Realty Rental Brokerage office in Brookline is in need of a PT Weekend Receptionist to work approximately 12 hrs per week. This person would be required to work Saturdays and Sundays, 10:00 a.m. to 4:00 p.m. The PT Receptionist is responsible for answering multiple phone lines and directing callers to appropriate personnel. The Receptionist may assist in setting showings and updating information in our database. They also greet clients and support other staff members.

Job Duties:

- Answering phones and directing callers to the appropriate destination.
- Welcomes on-site visitors and determines nature of business and announces visitors to appropriate personnel.
- Receives, sorts and routes mail to appropriate personnel.
- Responsible for opening and closing the office
- Maintains fax machines and assists users with the transmission and routing of faxes.
- Keeps reception area neat and ready for visitors.
- Performing other duties as assigned to support the operation of the office/department.

Qualifications:

- High School Diploma or equivalent work experience required.
- 1+ years of prior reception experience required.
- Ability to work independently, with minimal supervision, and also as a member of a team
- Strong customer service and creative problem solving experience.
- Proficient in Microsoft Office; Outlook, Word, and Excel preferred.
- Strong verbal and written communication skills.
- Ability to interact successfully with both internal and external customers at all levels.

To apply, submit resume via email to resumes@chestnuthillrealty.com.

All job offers contingent upon satisfactory background check.