



Administrative Assistant (Chestnut Hill, MA)

Work for an award winning, growing Property Management company where you will have the training you need to add to your skill set, the schedule you want to maintain a great work-life balance, and the pay and benefits you deserve. Learn new skills and make a positive impact on people's lives every day. We are a family owned company where you are not a number, but a valued member of our team.

Chestnut Hill Realty's mission statement is "Managing People's Homes with Pride". The Human Resources Administrative Assistant is essential to making our mission possible. Successful Administrative Assistants are detail oriented and precise, have great organization skills, and can work in an ever-changing fast-paced environment.

Picture yourself working in Boston, without the hassle of taking the T or paying for parking. You will be exposed to strategic and operational aspects of the entire Human Resources functions by processing the company's weekly payroll, providing support to benefits administration, onboarding new employees and other various clerical duties. Every day is different – demanding, rewarding, and fun.

Some of the benefits to you:

- Attractive total compensation package with hourly base pay
- The person in this position is empowered to drive their own success by learning and taking on different tasks
- Excellent benefits package including: medical, dental, vision, 401(k), 2 weeks of vacation, your birthday off, PTO for volunteer hours
- Chestnut Hill Realty apartment discount
- Great work-life balance
- Opportunities for recognition and personal development
- Training is provided
- Positive work environment

All job offers contingent upon satisfactory background check

Chestnut Hill Realty supports individuals in reaching their full potential by supporting equal employment opportunities and an environment that values diversity. Chestnut Hill Realty complies with all applicable laws concerning hiring and employment practices and is firmly committed to fostering and maintaining a workplace free from discrimination. We pledge to hire, train, and promote our employees without regard to race, religion, gender, gender identity, genetic information, age, national origin, sexual orientation, disability, veteran status, or any other category protected by applicable law.