



Seasonal Rental Administrative Assistant (May through September)

Chestnut Hill Realty's mission statement is "Managing People's Homes with Pride. The Administrative Assistant in the rental office is essential to making our mission possible. Successful Administrative Assistants are strong communicators, a team player, have great organization skills who can work in an ever-changing fast-paced environment.

This is a great opportunity for professional development in Property Management. This seasonal position is available now through September. Must be available to work a Friday-Monday schedule.

Position Responsibilities:

#### Phone Coverage

Receive 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, sorting packages, 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 preferred.

Self-motivated and hard-working

High-energy and commitment to high performance in a busy, multi-task work environment

Sales or customer service experience preferred

Seasonal Position, ending around Labor Day

*All job offers contingent upon satisfactory background check.*