



Chestnut Hill Realty

Managing People's Apartment Homes with Pride

Marketing 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 Marketing Administrative Assistant is essential to making our mission possible. Successful Marketing Administrative Assistants are detail oriented and precise, have great organization skills, and can work in an ever-changing fast-paced environment. This position provides support to the Marketing team and is responsible for advertising & ILS monitoring, event planning and administrative support.

Picture yourself working in Boston, without the hassle of taking the T or paying for parking. You will be actively supporting corporate campaigns that enhance the company's reputation to the local and regional communities. 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
- Positive work environment
- Training is provided

Are you the right person for the job?

- Minimum of one (1) year in multifamily housing or marketing or a related field is preferred
- Experience with Adobe Photoshop, Publisher, Microsoft Suite and or other software is a plus
- Advanced Excel skills
- Ability to produce a variety of monthly and weekly Excel reports
- Ability to manage a wide variety of tasks and coordinate events
- Excellent communication, writing, proofreading, organization, and administrative skills
- Self-motivated with the ability to work independently as well as part of a team in a fast paced and flexible environment, with adherence to deadlines.

All job offers contingent upon satisfactory background check.