



**Work for an award winning, trusted, and reputable real estate and property management company that can help you develop your skills into a long-term career in design and construction.**

**Chestnut Hill Realty** is looking for a **Planning & Design Project Coordinator** in **Chestnut Hill, MA**. The Planning & Design Project Coordinator provides oversight and coordination of a wide range of construction/renovation projects. Projects range from capital expenditures, unit renovations, and new construction from the Owner's perspective to ensure they are delivered on schedule, on budget, per the design documents and meets the quality standards of Chestnut Hill Realty. This role assists in management of design teams and consultants from preconstruction to project completion. This position reports to the Director of Planning & Design.

**This is your chance to grow your experience and take your design career to new heights!** Work closely with the Director and receive valuable mentoring from the expertise of seasoned professionals.

At **Chestnut Hill Realty**, you will be a valued team member of a family-owned, industry-leading real estate company that has earned a great reputation for their quality and stability. Join a company that invests in the future and are big supporters of the most innovative technology and green initiatives. This is a company you will be proud to work for!

**As a member of the team, you can expect:**

- Attractive total compensation package
- Excellent benefits package including: medical, dental, vision, 401(k), 2 weeks of vacation, your birthday off, PTO for volunteer hours, and more!
- Chestnut Hill Realty apartment discount
- Great work-life balance
- Opportunities for professional development and career growth
- Opportunities for recognition and personal development
- Training is provided
- Positive work environment
- Industry leading innovative technology

If you have **at least 2 years of experience in construction/building/development work, and have excellent attention to detail**, you owe it to yourself to check this out! ***Property management background is a plus!***

***Don't let this opportunity pass you by – apply today!***

**About the company:** Chestnut Hill Realty Corp is one of New England's leading full service real estate companies specializing in purchasing, renovating, developing, operating and leasing multifamily housing.

*All job offers contingent upon satisfactory background check.*

