



# Chestnut Hill Realty

*Managing People's Apartment Homes with Pride*

## **Property Manager (Chestnut Hill, MA)**

Work for an award winning 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.

Chestnut Hill Realty has an exciting opportunity for a Property Manager to join the team for our Hancock Village Community. This is your chance to put your property management skills to good use at a company where each day will offer something new and exciting. There is already a fantastic, highly skilled team in place at this location. Benefit from joining an established team that is growing and stepping in as a leader.

### **Some of the benefits to you:**

- Attractive total compensation package with incentives.
- 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 professional development and career growth
- Opportunities for recognition and personal development
- Strong promote-from-within company culture
- Training is provided
- Positive work environment

### **Are you the right person for the job?**

- Three-five years of property management experience
- Familiarity with leasing, credit and collections, marketing
- Prepare annual budgets and complete monthly and quarterly financial reporting
- Ensure compliance with all Fair Housing regulations
- Proficiency in Microsoft Office Suite including Word, Excel & Outlook
- Strong written and verbal communication skills
- Positive attitude, strong work ethic and ability to lead and motivate others
- Must possess professional written and verbal communication skills

**If you are self-motivated, have property management industry experience and are excited about making our residents happy, we want to hear from you!**

*All job offers contingent upon satisfactory background check*





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