



Chestnut Hill Realty

Managing People's Apartment Homes with Pride

Receptionist/Administrative Assistant, Maintenance Department (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.

You will be exposed to operational aspects of property management by being involved in the maintenance department of our fast growing apartment community. The Receptionist/Administrative Assistant in the maintenance department will be directly involved with supporting the maintenance team along with ensuring first class customer service to our residents. Every day is different – challenging, rewarding, and fun.

Primary Duties and Responsibilities

- Serve as first point of contact for vendors, residents and individuals entering the maintenance office.
- Scheduling and coordination of various maintenance related tasks
- Coordinate housing inspections.
- Produce work orders for all maintenance calls and distribute to appropriate staff.
- Follow-up on pending work orders to ensure all necessary work is scheduled
- Close work order in computer system; file closed work orders.
- Create and distribute resident letters
- Answer & dispatch emergency maintenance telephone line requests for urgent maintenance issues; pick up messages pertaining to routine maintenance requests from the maintenance voice mail system
- A minimum of 1 year of administrative and/or customer service experience
- Complete special projects/assume additional responsibilities as requested

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 etc
- Chestnut Hill Realty apartment discount
- Opportunities for professional development and career growth
- Opportunities for recognition and personal development
- Training is provided
- Positive work environment

Chestnut Hill Realty's mission statement is ***Managing People's Homes with Pride***. The Maintenance Services Receptionist/Administrative Assistant in the Hancock Village Maintenance department is essential to making our mission possible. Successful Administrative Assistants are strong communicators, a team player, and have great organizational skills who can work in an ever-changing fast-paced environment. If you have a positive and enthusiastic attitude with the willingness to go the extra mile for other team members and our residents, we want to hear from you!

All job offers contingent upon satisfactory background check.





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2021 2022 2023 2024 **BEST PLACES TO**  **WORK** **IN MULTIFAMILY**