



Chestnut Hill Realty

Managing People's Apartment Homes with Pride

Onsite Property Management Specialist (Chestnut Hill, MA)

Chestnut Hill Realty has an exciting opportunity for an Onsite Property Management Specialist to join our Corporate Property Management Team. As an Onsite Property Management Specialist you will have variety in your responsibilities whether acting as interim Assistant Property Manager and/or Property Manager at a CHR property in need or helping provide individual training or compliance initiatives for our greater property management portfolio.

As an Onsite Property Management Specialist, you will:

- May Act as interim Assistant Manager or Property Manager as directed
- Revise, create and implement policies, procedures, and practices in conjunction with Director of PM Operations
- Ensure execution of current policies and support the implementation of new policies
- Responsible for conducting onsite training to APM's and PMs.
- Regularly conduct policy and procedure research and reviews to ensure compliance and accuracy
- Develop and conduct or facilitate individual, group and virtual training tailored to new or current PM policies.
- Work closely with Systems Support Specialist to coordinate the creation of new reports and notices that will aid in overall PM effectiveness/efficiency.

Are you the right person for the job?

- A minimum of 3 years in property management, 1 year as Property Manager preferred
- A minimum of 1 year of supervisory experience preferred
- 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

Some of the benefits to you:

- Attractive total compensation package
- Excellent benefits package including: medical, dental, vision, 401(k), 2 weeks of vacation, your birthday off etc.
- 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

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.

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.





Chestnut Hill Realty

Managing People's Apartment Homes with Pride