



Assistant 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 an Assistant Property Manager to join the team at our Hancock Village Community. As an Assistant Property Manager, you will have the opportunity to balance best in class customer service with managing the financial aspects to run a successful property. This position is the backbone of the property as it coordinates all move-ins, move-outs and monthly reports. There is already a highly skilled team in place at this location: Benefit from joining an established team that is growing and learning from them.

As an Assistant Property Manager, you will:

- Contacts delinquent residents and communicates late notices and eviction notices.
- Distributes renewal notices to current residents.
- Assists with the resolution of resident issues and complaints.
- Assist the Property Manager with the general administration of the property.
- Assist with or conduct property audits such as renter's insurance and parking.
- Manage the Section 8 renewal process & reconcile Section 8 voucher lease charges monthly.

Are you the right person for the job?

- Two (2) years' of experience in residential property management preferred.
- Section 8 HAP 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 with incentives.
- Excellent benefits package including: medical, dental, vision, 401(k), 2 weeks of vacation, your birthday off
- Chestnut Hill Realty apartment discount
- Great work-life balance
- Opportunities for professional development and career growth
- Strong promote-from-within company culture
- Training is provided
- Positive work environment

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

The salary range for this role is \$55,000-65,000 annually along with an additional incentive structure, depending on factors such as relevant experience, skills, qualifications, and geographic location. Along with competitive pay, we're proud to offer great benefits and ongoing opportunities for learning and growth.

All job offers contingent upon satisfactory background check.



Chestnut Hill Realty

Managing People's Apartment Homes with Pride