Chestnut Hill Realty
Managing People's Apartment Homes with Pride

Assistant Property Manager (West Roxbury, 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 West Roxbury location. As an Assistant Property Manager you 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.

As an Assistant Property Manager, you will:

- Supports, coordinates and facilitates leasing, resident retention, concessions, maintains resident files.
- Contacts delinquent residents and communicates late notices and eviction notices.
- Manage the renewal process for residents. Includes preparing, negotiating, and completing the process according to CHR policy and procedures.
- Manage the Section 8 renewal process
- Assists with the resolution of resident issues and complaints.
- Assume Resident Services Professional responsibilities as necessary

Are you the right person for the job?

- One year of experience in residential property management 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 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

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 $26.00-31.00 hourly 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.

2025 BEST PLACES TO WORK IN MULTIFAMILY

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