Chestnut Hill Realty
*Managing People's Apartment Homes with Pride*

**Concierge Administrative Assistant (Providence)**

Chestnut Hill Realty's mission statement is ***Managing People's Homes with Pride***. The Concierge Administrative Assistant for our Providence Portfolio 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!

Must be able to work the following schedule: Tuesday-Saturday ; 8:00 a.m to 4:00 p.m or 4 weekday's & Saturday's.

**Primary Duties and Responsibilities:**

- Manage the daily requirements of a concierge desk with administrative responsibilities to the property management team in overseeing operations of our apartment community
- Responsible for a very busy concierge front desk answering all incoming calls, resident questions and handling daily mail
- Greet prospects and residents when they come into the building, assist them with their needs.
- Interact with residents & respond to inquiries with high degree of tact and professionalism.
- Sort and distribute a large volume of packages, must be able to lift 40 lbs
- Monitor daily parking and entrance gates
- Must be willing to provide coverage on Holidays, extra flexibility a plus

**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, PTO for volunteer hours
- Chestnut Hill Realty apartment discount
- Opportunities for professional development and career growth
- Opportunities for recognition and personal development
- Training is provided
- Positive work environment

*The salary range for this role is $19.00-20.00 hourly 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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