

Property Management Company is looking for a Full Time Administrative Assistant to assist with all administrative duties necessary to ensure that the office runs in a smooth and efficient manner. Duties include but not limited to; answering phones, answering the door, greeting all visitors, and filing, ordering supplies, mail and other duties when they arise. Assist in writing the company newsletter, press releases, updating the company website and social media sites. Be able to assist the corporate team with day to day projects when needed. Must be professional, have excellent phone manners, excellent computer skills, team player, multi-task, and customer service skills.

2+yrs of prior office experience a must. Excellent salary and benefits. Interested and qualified applicants please submit resume to: jobs@schochet.com or fax 617-830-0373. Background check and drug test required. EOE

For more information on this position please contact Robin @ 617-398-5144.

www.schochet.com