

We're  
**Planting**  
POSSIBILITIES



## Administrative Assistant

*(Jamaica Plain, MA)*

### About Our Award-Winning Company:

Peabody Properties, Inc. (PPI) is a full-service real estate company with a tradition of success. Committed to maintaining communities and relationships for four decades, we are your trusted partner specializing in residential and condominium management, marketing and leasing, construction management, capital improvement, relocation, assisted and supportive living services and real estate brokerage. *Peabody Properties is an Equal Opportunity Employer.*

### Our Vision and Mission:

Our Vision is our motto, *"We put the HOME in housing"*. Our mission is to deliver exemplary service through F – I – S – H. **(F) Fiscal** responsibility to our clients; **(I) Integrity** in all aspects of our business practices; **(S) Stability** of 40 years of meeting our clients' business needs; **(H) Humility** in our business relationships with clients and residents and a commitment to always listen.

### Our Core Values:

- Respect is key in all aspects of employee, resident, owner and client relationships and communication.
- Each resident deserves professional and responsive service.
- The workplace is place for employees to learn, grow, excel, enjoy and collaborate to meet the mission of Peabody Properties.
- Each client can expect exceptional service and proactive employee response.
- The company has a social commitment to strengthen its connection to the communities in which we serve.
- We embrace diversity, creative thinking and new ideas while striving to create a spirit of teamwork and cooperation in all that we do.

## **About The Job:**

The Administrative Assistant's role is to assist the efficient operation of the site's Management Office by answering all calls courteously, while expediting all resident-related issues to the appropriate staff.

### **REQUIREMENTS OF THE POSITION:**

- Answers all calls promptly and courteously. Refers to appropriate staff.
- Opens incoming mail and distributes to appropriate staff.
- Accepts orders for maintenance problems/repairs. Completes work order form and gives to Service Manager for timely completion.
- General office filing.
- If needed, provides assistance and/or coverage at other sister sites within the company portfolio.
- Performs other duties as may be assigned by your Supervisor/Regional Manager or other Senior Staff to facilitate effective site operations.
- Ability to take initiative and be self-motivated.
- Excellent customer service skills a must.
- Bilingual – English/Spanish a plus

### **Education and Experience:**

Requires High School Diploma or GED with a minimum of 3-4 years business experience providing clerical and administrative support. Also, extensive knowledge of primary software used by the Management Office, including proficiency with MicroSoft Word, PowerPoint, and Excel.

### **Compensation and Benefits:**

Peabody Properties, Inc. offers competitive pay along with a rich benefits package that includes, but is not limited to, medical, dental, 401(k), Roth IRA, STD, life insurance, Employee Assistant Programs (EAP), paid time off, paid holidays, paid training, tuition reimbursement, wellness programs, employee referral bonuses, and flex spending.

### **EEO Statement:**

Peabody Properties, Inc. is an Equal Opportunity Employer and is committed to workforce diversity. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, gender identity, sexual orientation and other legally protected characteristics. If you require a reasonable accommodation because of a disability for any part of the employment process, please e-mail our Company Recruiter and let us know the nature of your request and your contact information. Smoke-free workplace. Drug-free work environment.

### **How To Apply:**

Please submit your resume, along with a cover letter stating salary expectations, via e-mail to Michelle Frederick (Company Recruiter) at [mfrederick@peabodyproperties.com](mailto:mfrederick@peabodyproperties.com), or via FAX at (617) 663-6383. Submissions may also be sent by mail to: Peabody Properties, Inc., Attn: Michelle Frederick, 536 Granite Street, Braintree, MA 02184.

**Company Website:** <http://www.peabodyproperties.com/>

**Social Media:**

YouTube: <https://www.youtube.com/user/peabodyprop/>

Facebook: <https://www.facebook.com/PeabodyProperties/>

Twitter: <https://twitter.com/peabodyprop>

LinkedIn: <https://www.linkedin.com/company/peabody-properties-inc->

