

Clean Slate Office Assistant Ad, Starting \$13/hr + Weekly Mileage

A busy property management company is looking for a **friendly, high-energy, Type A assistant to work part-time at our downtown office 2-3 days per week and at-home/on-site as needed. (12-20 hours per week)**. Previous experience as a receptionist, customer service rep, or assistant is ideal but not required for the right candidate.

MUST HAVES:

- Working smartphone
- Own vehicle and valid driver's license
- Ability to work the front desk in our downtown office 2-3 days per week (10am-4pm, Monday, Wednesday, and Friday)
- Ability/flexibility to check emails and online notifications at least 2 times per day
- Ability to travel around the South Haven area to perform small operations errands as needed (flexible time frame)
- Extremely strong organizational skills and ability to thrive in structure, as well as think on your feet to solve problems
- Professional and friendly phone and in-person demeanor (you will often be the first contact for new clients or employees)

DUTIES INCLUDE:

- Managing incoming emails and office calls
- Opening and closing office on our open days (Monday, Wednesday, and Friday)
- Working with management in our Slack app to complete day-to-day operations tasks for employees and clients
- Texting/emailing and tracking updates to employees and clients
- Driving to properties to perform errands (such as dropping off supplies to cleaners, picking up laundry or paper copies, organizing products for sale)
- Creating and editing online forms and documents
- Working with coordinating manager as needed

- Packaging online orders or ringing up customers for in-shop product purchases
- Assisting with event planning, decorating, and marketing
- Social media posts as needed
- Light cleaning and maintaining the look of the office
- Filing forms, making copies as needed
- Coming with creative systems to make operations run more smoothly

IDEAL CANDIDATE WILL BE FAMILIAR WITH:

- Canva
- Google Docs
- Google Calendar
- Gmail
- Slack
- Facebook and Instagram

****but not required for right candidate**

WHY JOIN OUR TEAM:

- Women of color led team
- Friendly, laid-back team environment (no micromanaging, candidate will have freedom to make this role their own)
- Access to lake-front downtown office with staff lounge (TV, wi-fi, fridge, microwave etc) to use even when not working
- Ability to move up in the company (in responsibility, pay, and role)

TO APPLY:

1) Please fill out application at: www.cleanslatehomemi.com/careers (if you haven't already) and

2) Complete an online personality test at the website below (click “find your type”)
<https://www.16personalities.com/personality-types>

3) Send email to: management@cleanslatehomemi.com introducing yourself and include a screenshot of your test results. (use subject line: ATTN: Erica, Office Assistant Position)