



**www.Provisions.ws**  
**6632 Telegraph Road, Suite 350**  
**Bloomfield Hills, Michigan 48301**

ProVisions LLC is a full-service international commercial real estate developer, financier, and advisory firm. The Principals of ProVisions have been responsible for the development, ownership and management of real estate valued at \$3,000,000,000.

ProVisions LLC has an excellent full-time opportunity available. The ideal candidate will be experienced in handling diverse people and strategic imperatives and will be able to work independently.

### **OFFICE MANAGER**

#### **Position Description**

##### **Summary:**

Organizes and coordinates office operations and procedures in order to ensure organizational effectiveness and efficiency. Position includes managing office assistants, organizing daily schedules, answering phones, and distributing office correspondents.

##### **Academic Qualifications:**

- High school graduate or equivalent (Required)
- Undergraduate/Graduate Student (Preferred)
- Proficient in operating computer software (Word, Excel, Outlook etc.)
- Experience using office equipment (copy machine, fax machine, etc.)

##### **Experience and Skill Requirements:**

- Problem solving abilities
- Great interpersonal and telephone communication skills
- Must be able to work independently and in a team environment
- Must be self-motivated and delegate duties

**Job Responsibilities:**

- Operate, clean regularly, and recommend to the supervisor maintenance needs for all office equipment (i.e., copier, folding machine, typewriters, computer, etc.).
- Maintain and record correspondence
- Order office supplies
- Communicate regularly with customers, employees/interns, suppliers, vendors etc
- Coordinate meetings
- Maintain office files and documents
- Handles the telephone and voicemail system

**Compensation:**

Based on experience and qualifications, a competitive package would be offered

**Contact**

Human Resources @ 248.988.9341, Fax: 248.723.3341, Email: [hr@provisions.ws](mailto:hr@provisions.ws)

*Our Vision, Core Values, and Mission energize our organization and people.*