



**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.

ProVisions LLC has a full-time /part-time position available. The ideal candidate will be experienced in handling a diverse group of people, programs and strategic imperatives and will be able to work independently.

**RECEPTIONIST AND ADMINISTRATIVE ASSISTANT**  
**Located in Troy, Michigan**

Position Description

Summary:

This role assists the President along with the organization when and as needed

Academic Qualifications:

- High School Diploma (Required)
- Associate / Bachelor's Degree (Preferred but not required)

Experience and Skill Requirements:

- This person must be exceedingly well organized and flexible
- Proficient level written and verbal communication skills
- Strong decision making ability and attention to detail
- Experience in an office environment (Preferred)
- Professional telephone etiquette and interpersonal skills
- Calendar management skills, including the coordination of meetings
- Experience on the Internet and assisting management with the creation of presentations
- Strong knowledge of Microsoft Office, including Word, Excel, PowerPoint and Outlook
- Well developed communication and teamwork skills, with numerical proficiency and editing skills
- Willingness to work diligently and independently

Job Responsibilities:

- Handling a wide range of administrative and executive supported tasks in quick and efficient manner
- Be responsible for calendar management, requiring interaction with both internal and external executives consultants and stakeholders



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- Communicate and handle incoming and outgoing communications on behalf of the President
- Assist with preparation of presentation materials and conduct research
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Other duties as assigned.

Compensation:

Based on experience

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.*