



Education • Quality Mindedness • Caring • Dedication

Administrative Assistant/Receptionist - \$12 - \$14 / Hour

Serene Landscape Group is currently looking for a full-time Office Assistant. This position will involve providing customer care including answering calls and emails, scheduling appointments and jobs, as well as providing administrative support.

Applicants should be hard-working, multitasking professionals with experience in an office setting, proficient with basic business management software and Microsoft Office software.

Excellent communication skills are a must, including strong phone skills as well as writing and verbal communication skills. Candidates must be available for afternoon hours, M-F 9am to 6pm. Please email your resume for consideration.

Compensation and Benefits:

- Competitive pay based on skill level and performance
- Company Health Care Plan plus optional dental, vision, disability available
- Paid holidays
- Paid time off
- Weekly pay
- Career coaching and peer mentoring program

Job Type: Full-time

Salary: \$12.00-\$14.00 /hour

350 S. Mill St. | Plymouth, MI 48170

(734) 416-9062 | info@serenesurroundings.com

Our Mission: To Build and Maintain extraordinary relationships with our Clients, Employees, and Communities we service.