



## **Administrative Assistant / Part Time**

Productive Systems is a software firm that provides its clients with document generation solutions. Located in Orion, Michigan we are a small team that works in an upbeat, technocracy-free environment with the goal of finding solutions for our clients to help them succeed.

If you are currently enrolled in an undergraduate program pursuing a degree in marketing or business administration and looking for a part time paid job this may be the right opportunity for you.

In this multi-faceted position, you will:

- Handle sales related inquiries from prospects and customers
- Perform basic administrative tasks such as answering phones, filing and responding to inquiries from clients and prospective clients
- Communicate in written and verbal form with colleagues, clients and prospective clients
- Use our CRM system to update client/ prospect information, produce quotes and process orders
- Enter support calls into our CRM system

Interested? Then read on. Here's what we're looking for in the ideal candidate:

- Reliable entry level candidate with the desire to learn
- Current college student preferred
- Self confident and initiative with strong organizational and problem-solving skills
- Excellent customer service, verbal communication and copywriting skills
- Proficient in Microsoft Office and the ability to learn computer applications quickly
- Must be able to work 8AM to 5PM on Monday, Wednesday and Friday
- Although we feel students majoring in business and marketing might be best suited for this opportunity we are open to others as well

Here are the benefits:

- Paid part time position with a normal work schedule
- Referral letter based on performance

To apply send your resume to [resumes@flexform.com](mailto:resumes@flexform.com)