



## Job Posting Request Form

### Company Name

Impact Home Staging Experts

### Position Title

Administrative Office Support

### Job Description

- Self starter - highly motivated to support a GROWING business
- Work in a fast paced, ever changing, environment
- Must be able to work well with internal and external clients in both written and verbal communication(s)
- Support in facilitating the sales process of new clients
- Generating quotes and amendments for agreements to ensure all necessary requirements are fulfilled and documented
- Work to resolve sales and client issues
- Generate and maintain appropriate records
- Support scheduling of projects/ team
- Contact clients on a periodic basis to receive feedback
- Social Media updates - Facebook, Instagram, etc.

### Contact Name

Marie Lawless

### Contact Phone Number

(248) 591-4290

### Contact Email

marie@impactids.com

### What type of job is this?

Part Time

### Position Opening Date

Wednesday, March 4, 2020

### Compensation

\$14.00/hour

**Does your job posting relate to one of RU's majors? If so, please notify the department chair for this major. (select all that may apply)**

Management (School of Business and Professional Studies)

Mass Communication (School of Business and Professional Studies)

**PDF attachment of job details**



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