

Senior Administrative Associate

What We Do: Specialize in cleaning the interior and exterior of newly constructed homes. Our employees consist of 6-10 interior cleaning teams (3-5 people per team), 3 exterior cleaning teams (1-2 persons per team) and 4 administrative staff to exceed our customers' expectations.

Company Motto: Customer Focused, Results Driven

Job Description: This position is responsible for the oversight of all facets of daily operations of the administrative office which include but are not limited to: answering phones, texts and emails; scheduling; confirming jobs; posting the blog; provide new hire training and instruction; keep team members informed, encouraged and disciplined; exceed customer expectations; assist in developing programs and standards to encourage growth and quality; recruiting new team members and other ad hoc duties as needed.

Experience & Qualifications:

- Minimum of 5 years proven leadership
- Valid NC driver's license with clean record
- Proven computer skills
- Ability to fluently speak, read, and write in Spanish is highly desired but not required
- Personal and professional integrity is a must.
- Competent with Microsoft Office especially with Outlook, Word & Excel

Salary: \$16.00 per hour

Paid Time Off: One week of vacation after continuous employment for a year, two weeks after two continuous years of employment.