

Admin Assistant

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.

Job Description: This position will assist with answering phones, scheduling, billing, reconciling credit card statements, new hire training and instruction, and other ad hoc duties as needed.

Experience & Qualifications:

- Minimum of 2 years of experience in office environment
- Good computer skills
- Competent with Microsoft Office especially with Outlook, Word & Excel
- Proper office phone etiquette
- Valid NC driver's license with clean record
- Ability to fluently speak, read and write in Spanish is desired but not required

Salary: \$11.00 - \$12.50 per hour

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