



Legacy is seeking a full-time Administrative Assistant to work in our Corporate office located in Milford, MI. The *Administrative Assistant* provides outstanding service and is responsible for performing a wide range of administrative, general support and office duties. This position is a vital part of our team and must be organized, dependable, and highly detailed with the capability to track and meet deadlines. Additionally, the Administrative Assistant must demonstrate excellent written and oral communication skills, including comfortability with preparing and editing correspondence. Teamwork with the ability to work within different departments and with other staff is necessary to be successful.

Requirements:

- High school diploma or GED required.
- Three (3) or more years of related experience and/or training; or equivalent combination of education and experience
- Detail oriented and committed to accuracy in work products
- Ability to handle confidential information
- Strong organizational, problem solving and written and verbal communication skills required
- Customer service oriented
- Ability to prioritize and handle multiple tasks
- Proficiency in Outlook, Microsoft Word, and Microsoft Excel
- Some travel required, must have a valid driver's license, automobile insurance and reliable transportation

Qualified candidates should email your resume to: recruiting@legacypmc.com

An Equal Opportunity Employer, our employees are our most valuable asset and Legacy is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and Legacy's achievement as well.