



www.Provisions.ws
6632 Telegraph Road, Suite 350
Bloomfield Hills, Michigan 48301

ProVisions LLC is a full-service international commercial real estate developer, financier, and advisory firm. The Principals of ProVisions have been responsible for the development, ownership and management of real estate valued at \$3,000,000,000.

ProVisions LLC has an excellent full-time opportunity available. The ideal candidate will be experienced in handling a diverse group of people, programs and strategic imperatives and will be able to work independently.

MARKETING
Located in Troy, MI

Position Description

Summary:

Plans and carries out duties related to international business development, marketing, and community relations.

Academic Qualifications:

- High School Diploma (Required)
- Associate / Bachelor's Degree (Required)

Experience and Skill Requirements:

- High level of problem solving ability including independent judgment and decision making skills with some supervision
- Proficiency in software (MS Word, Excel, PowerPoint, Research, Internet)
- Takes initiative and works independently with little supervision.
- Well developed communication and teamwork skills
- Strong communication, writing skills and working with numbers
- Excellent typing and editing skills
- Ability to work independently and with diverse customers

Job Responsibilities:

- Coordinating and implementing innovative business
- Maintaining and expanding university consortium networks
- Updating and managing databases; researching international program initiatives
- Producing advertisements, press releases, and promotional packages
- Keeping photo journal & photo CD's up-to-date
- Preparing information packages to be sent to potential students, academics and professionals
- Scheduling meetings with prominent members of local businesses, academics, and governmental community
- Report to the President on status and progress of programs instituted.

Compensation:

Based on academic qualifications and relevant experience, a competitive package would be offered

Contact:

Human Resources @ 248.988.9341, Fax: 248.723.3341, Email: hr@provisions.ws

Our Vision, Core Values, and Mission energize our organization and people.