



**SERVPRO of the Lakeshore** is seeking to hire a Customer Service Representative/  
Marketing Support Coordinator at our Norton Shores office.

We are looking for someone who is confident, outgoing, friendly, is a serious multi-tasker, has excellent communication skills, and has superb organization with strong attention to detail. Our ideal candidate is one who is proactive, experienced, truly enjoys providing superior customer service, and loves taking ownership.

Must be proficient in Microsoft Office and be willing to learn new computer software.  
Business office experience is a plus.

Working hours will be Monday through Friday from 8:00am to 5:00pm.

As a valued SERVPRO employee, the new hire will receive a competitive pay rate with benefits and a lot of opportunity to learn and grow.

Please send resumes to: [kim@servprolakeshore.com](mailto:kim@servprolakeshore.com)