



**PRUDENTERRA**  
PRAIRIE, FOREST, WETLANDS

**Now hiring: Part-Time Executive Assistant**

**ARE YOU DETAIL  
ORIENTED?**

**DO YOU HAVE  
EXCEPTIONAL  
ORGANIZATIONAL  
SKILLS?**

Prudenterra is looking for a knowledgeable, passionate and motivated individual who is ready to drive their company to success. Job duties and responsibilities include:

- **Office management:** Receives mail and processes incoming information daily. Files paperwork in appropriate locations.
- **Supports sales system:** Checks company voicemail daily/incoming web contact forms and brings to the CEO who will assign a tier of priority to each as the first step in sales system.
- **Collaborate:** Meet with CEO regularly. Assist in assigning priorities determined in our weekly meetings. Receive and process initial contacts with clients and prospects.



**Apply to become the next  
Executive Assistant  
with  
Prudenterra today!**

SEND RESUMES TO [LUKE@PRUDENTERRA.COM](mailto:LUKE@PRUDENTERRA.COM)



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