



Receptionist (seasonal)
*Ensures an excellent client experience.
Maintains positive office workflow.*

Summary: The receptionist is the first impression on the phone and ensures an excellent experience for every caller and "owns" the flow of our office operations.

Duties:

- Answer incoming calls and retrieve messages, determine purpose of calls, and forward calls to appropriate personnel.
- Answer questions and find solutions for callers; provide callers with information such as directions, hours of operation, billing information, service schedules, etc.
- Welcome on-site visitors and route visitors to appropriate personnel
- Receive, sort, and route mail
- Receive payments for services and products
- Perform other clerical duties such as filing, mailing, photocopying
- Maintain facility and office supply inventory and manage vendor relationships
- Act as administrative support to General Manager and all departments

Working Schedule:

- Hours are 7:30am – 5:00 p.m.
- This is a seasonal, but full-time position (March – November).
- Must be willing to work longer hours & weekends when needed to get work done.
- Must be comfortable with a highly seasonal job and enjoy a fast-paced environment
- Business casual dress code.

Requirements:

- Minimum of high school diploma or GED is required.
- Expert level computer skills - Office suite, CRM programs, payroll software & QuickBooks.
- Bilingual in English and Spanish is a PLUS
- Ability to maintain a professional, positive and cooperative demeanor at all times.
- Extremely detailed and organized; excellent written and verbal communication skills
- Ability to identify, prioritize, and complete tasks independently and in a timely manner

Compensation & Benefits:

- Relaxed company culture (we work hard, but like to have fun!)
- Numerous company events with opportunities to involve your family
- \$14 - \$16 per hour, DOE
- Three paid holidays
- Yard & service discounts for immediate family
- Simple IRA plan available after one year (3% match)
- Half price zoo memberships
- Health membership reimbursement
- Monthly company BBQ's
- Paid paternal and maternal leave



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