

## **Job Post - Administrative Assistant**

### **Administrative Assistant - Full Time**

**Looking for candidates who have the drive to work hard in a strong, long term company. Come be a part of our team!**

We are seeking a positive, friendly, and highly organized Administrative Assistant/Receptionist for full-time work, Monday through Friday.

#### **Responsibilities:**

- Answer all tree service calls and general inquiries, greet visitors
- Enters client proposals, invoices, and work orders
- Schedule consultation appointments and assist with scheduling work
- Make reminder calls, follow up calls, and job satisfaction calls.
- Coordinates utility locate process, works as a team with office staff to cover phones, file, etc.
- Support and participates in a culture of teamwork, cooperation, and safety
- Maintain a positive customer experience by setting accurate expectations
- Follow up and communicate with customers in a timely and proactive manner
- Handle multiple priorities effectively and assist with projects as needed

#### **Qualifications and Desired Knowledge, Skills, and Abilities:**

- Minimum of high school diploma or equivalent
- Some college coursework and/or 2+ years of administrative work history
- Excellent communication skills
- Responsible and professional with a strong work ethic, integrity, and reliability
- Energetic, motivated, and results-oriented; eager to take on new challenges with a “can-do” approach
- Responsive to customer/employee questions; represents the company well
- Ability to organize, coordinate, multi-task; complete work accurately, efficiently, and on time

#### **BeaverJack Tree Service, LLC. Offers:**

**MEDICAL, DENTAL, VISION & SUPPLEMENTAL INSURANCE**

**Competitive Wages - Excellent Benefits - Advancement Opportunities**

**EDUCATION, TRAINING & CERTIFICATIONS!**

Contact our office at 724-904-7560 to be a part of a great team environment that is willing to go above and beyond to achieve goals!

Job Type: Full-time

Pay: \$14.00 - \$20.00 per hour