

Administrative Assistant Job Posting

Garden Design seeks a team oriented and proactive candidate for General Administrative responsibilities. This customer focused role is responsible for answering the phone and performing administrative support to our scheduling and maintenance and accounting staff.

Duties & Responsibilities:

- Properly answer incoming calls and direct them to the proper department.
- Fill out new lead information when new customers call in and be able to discuss the services Garden Design offers.
- Filing and sorting paperwork, matching PO's with invoices.
- Greet guests at the front desk, accept daily mail and deliveries.
- Manage the use of conference rooms
- Ability to handle multiple priorities; have strong communication skills and have ability to work well in a fast paced environment

Education and Experience:

- Previous experience in an office environment
- Strong communication skills
- Strong attention to detail, accuracy and staying organized
- Able to function successfully within a multi-task environment
- Proficiency in MS Office Suite required, specifically Excel
- QuickBooks experience a plus