



## **Administrative Assistant**

### **Character Priorities;**

- Active listening
- Self-motivation
- Organizational skills
- Ability to manage multiple priorities and projects
- Strong communication skills
- Positive thinking
- Attention to details

### **Responsibilities;**

- Assist customers, including answering the phone, working in the flower shop as needed, and answering landscaping and retail questions as able. Taking all other questions to the appropriate person, and contacting the customers as needed
- Book-keeping, including payroll and reports
- Assist commercial and residential estimators with estimates, including communication with customers as needed
- Receive quantity reports and bill customers as projects are completed
- Manage accounts receivable and accounts payable
- Maintain file systems
- Manage computer updates, backups, and programs

- Total the cash registers and settle credit card machines
- Inventory reports
- Minor cleaning and maintenance duties as needed

**Compensation;**

- \$12.00/hr.; summer hrs. Full-time, winter hrs. part time
- Spring 2017-Fall 2017