

Lewis Burns Tree Service

Position: Administrative Assistant
Part-Time 15-25 Hours Per Week

So, what sets Lewis Burns Tree Service apart from other employers? Extensive experience, a true love and commitment to the environment, superb customer service, a rapidly growing footprint, dynamic work ethic, a unique philosophy, and most important...the Lewis Burns Team!

If you are looking to be part of a team that is growing and changing the Tree Care Industry in a positive way while providing great career opportunities, we want to speak to you!

Summary:

As an Administrative Assistant, you will be part of a team that provides high quality tree care to our clients. You will be involved in all aspects related to tree care.

Essential Functions:

- Field prospective and current client calls
- Contact new and prospective clients daily to discuss Burns services
- Communicate with staff on Clients' needs, concerns, schedule and follow up
- Maintain various databases and spreadsheets

Must demonstrate the following competencies:

- Dependable
- Timely
- Flexible work schedule
- High level of Communication
- Detail Oriented and comfortable working in fast past environment
- Superior organizational skills and dedication to completing projects in a timely manner
- Self-Motivated and able to work independently as well as part of a team
- Excellent written and verbal communication skills
- Excellent telephone manners

Qualifications:

- Minimum two-year experience in office processes and office administration procedures
- Outstanding telephone, communication, and customer service skills
- Proficient in Microsoft Outlook, Word, and Excel

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- Experience with appointment scheduling and follow up
- Ability to meet deadlines, attention to detail and accuracy
- Expert organizational skills and ability to multi-task

Equal opportunity employer

Apply with resume/work experience and references

Job Type: Part-time

Schedule:

- Monday - Friday
- To be discussed at time of hire

Experience:

- Customer Service 1 year
- Administrative Assistant 1 year
- Receptionist 1 year

Salary: \$10.00 -15.00 an hour depending on experience

Work authorization:

- United States (Required)

Benefits:

- Dental insurance
- Flexible schedule
- Health insurance
- Vision insurance