

Office Assistant/Customer Service Representative

Krintz Lawn Care and Landscaping is a family based, very diversified Lawn Care and Landscape company that has been serving the Tippecanoe County and White County areas for more than 30 years. We are looking to add an Office Assistant / Customer Service Representative to our team.

Tasks include, but are not limited to, answering the phones, responding to emails inquiring about services, scheduling appointments, assisting in the preparation of estimates and contracts, following up with customers, updating spreadsheets, filing and other duties as needed.

Required:

- Office/ admin or customer service experience
- Experience with computers in programs such as Microsoft Office Suite and Google Calendar
- Able to follow direction
- Able to multi-task
- Great customer service skills
- Detail oriented
- Willingness to learn
- A great attitude!

Preferred:

All of the above, as well as:

- Experience in QuickBooks

Ideal:

All of the above, as well as:

- Experience preparing estimates or in the landscaping/ building trades

Compensation

Wages are based on experience.

Job Type: Full-time

Salary: \$14.00 - \$18.00 per hour

Benefits:

- Health insurance
- Paid time off
- Retirement plan with employer matching contribution

Schedule:

- **The hours for this position are 7:30am- 6pm Monday, Tuesday, Thursday and Friday and may be subject to change based on the season and weather related events.**

Experience:

- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)

Work Location: In person

Send Resume to: info@krintzlawncare.com