

RECEPTIONIST

Loen Nursery, Inc. seeks individual for Receptionist position.

Job Responsibilities

- Tracking and filing orders for shipping
- Answering office phones, emails, sending/receiving faxes
- Checking in truck drivers, assuring use of visitor log
- Coordinating and arranging freight for customer orders
- Organizing invoices, filing paperwork
- Use of Microsoft Office, Outlook, and other computer programs

Qualifications

- 2 years' experience as a receptionist
- Excellent communication skills, detail oriented

A Plus – Spanish/English, knowledge of plants, previous work in the nursery trade

Benefits and Salary

\$12-16 /hr

Medical and Dental Insurance

Vacation, paid holidays, and sick leave

To Apply

Please email a resume and cover letter to – hr@loennursery.com