



Loen Nursery, Inc.

Reception/Admin

Wholesale nursery seeks qualified reception/admin who is detailed oriented, enjoys working and willing to put in the time it takes for success. Keeps things running smoothly. We are growers and suppliers of nursery stock to the wholesale trade.

Responsibilities

- Performing administrative work such as typing, filing, sorting, and distributing mail; assisting with the preparation of correspondence to clients, copying, faxing, and taking notes.
- Answering phones in a professional manner, routing calls as necessary, and screening phone calls.
- Assisting colleagues with administrative duties.
- Maintaining confidentiality of sensitive and confidential information
- Assisting accountants with activities such as processing accounts payables and accounts receivables in an accurate and timely manner and other related activities.
- Dependable truth worthy always performs as expected.
- Keep and verify records on incoming and outgoing shipments.
- Prepare items for shipment.

Strong computer skills are a must: Microsoft Office, Access, and Excel. Our database software is Sage100. Experience with nursery, horticulture, or business degree a plus. Spanish/English a plus.

EXPERIENCE:

Minimum 1 year office experience

If you have worked in wholesale supply, this has many similar procedures.

Job Type: Full-time

\$15 - \$20 DOE

BENEFITS:

-Paid Sick/Vacation, Holidays -Health Insurance, Vision, Dental, OR Saves

-Plant Discount -Nice People to work with