



Loen Nursery, Inc.
Wholesale Growers & Suppliers of High Quality Plants

Employment Opportunity

Reception/Admin

Wholesale nursery seeks qualified office manager who is detail 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- 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 payable and accounts receivables in an accurate and timely manner and other related activities
- Dependable trust 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 SBI. 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.

BENEFITS:

Paid Vacation, Holidays, Health and Vision.

SALARY:

Pay commensurate with experience.

Send resume to: hr@loennursery.com