



Administrative Assistant

Purpose:

Country Springs Wholesale Nursery, Lisbon Branch is looking for a Administrative Assistant who will provide administrative support to the Office Manager and other senior professionals in a fast paced business to business nursery sales office.

Duties:

- Support Office Manager with administrative duties.
- Process clerical paperwork as requested including accurate data entry.
- Keeping AR & AP files up to date.
- Contributes to team effort by supporting management and sales staff.
- Assist as needed with receptionist duties, answer phones, transfer calls to appropriate staff member, take and deliver messages.

Skills/ Qualifications:

- Proficiency with Microsoft Office software (Word, Excel, Outlook, Powerpoint).
- Minimum of 2 years clerical or administrative experience.
- Knowledge of general office machines and telephone system.
- Ability and willingness to work cooperatively with other team members.
- Ability and willingness to work outside of normal work hours as high sales season demands.
- High degree of discretion dealing with confidential and sensitive information.
- Knowledge of social media (Facebook, LinkedIn, Twitter, Flickr)
- Knowledge of constant contact

Preferred Qualifications:

- Bi-Lingual - Spanish
- Horticultural or landscape industry experience.

**To Apply contact Julia Keyser
jkeyser@countryspringswholesale.com**