**Office Assistant**

The office assistant will report to the Bookkeeper

The purpose of the Office Assistant is to assist the Bookkeeper with various tasks including but not limited to: entering data, contacting customers, cashiering, organizing. Success in this position would be up to date accounting information, aware customers about our procedures and their order progress, and an organized office that is ready and easy for all to work in.

Duties include but are not limited to:

* Entering transaction data such as purchase orders, bills and item receipts. Enter customer information, orders, and payments. Enter new items and make inventory adjustments as needed.
* Answer phones and emails from customers and receive payments when needed.
* Contact customers regarding scheduled pick up and deliveries.
* Inventory office supplies and reorder/as needed.
* Organize office supplies and file cabinets as needed, sorting daily signed invoices and cc receipts.
* Print labels for items as needed.
* Assist with reviewing sales orders and negative inventory to spot and correct errors.
* Assist with inventory when needed.
* Assist with delivery maps when needed.

Qualifications

* Experience with computers required.
* Must be friendly, polite, and professional.
* Must have good communication skills.
* Must be detail orientated.
* Must be able to take directions well, but also be able to work independently when needed.
* Good phone communication skills.
* Ability to focus and complete tasks despite distraction and noise.
* Knowledge of plants preferred but not required.
* Spanish-Speaking preferred but not required.

Wage – $13.69-15.25 DOE

Hours - (may fluctuate based on weather and customer demand) are approximately as follows:

**Mid-March – Mid-July** – 20-30hr/Week (40hr Mother’s Day Week)

**Mid-July-February** – Limited to no hours

(Benefits, PTO, & 401K available after probationary period)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_