



MIRACLE FARMS

LANDSCAPE CONTRACTORS

Moultonborough, New Hampshire (888)288-8252



Job Description

Position title: Office Assistant
Reports to (title): CFO
FLSA Status: Non-Exempt
Date: January 2019

JOB SUMMARY:

The Office Assistant will be responsible for being the first point of contact for the customers by answering the phone, responding to inquiries or confirming appointments. Additionally, this position will be responsible for the mail and its distribution along with making daily deposits.

ESSENTIAL FUNCTIONS:

- Responsible for answering the phone with a pleasant demeanor and able to effectively direct the call to the appropriate department or individual
- Communicates professionally and courteously to all personnel inside and outside the Company
- Picks up, sorts and distributes mail appropriately
- Generate daily bank deposit for all cash and checks and deposit in the Bank
- Manages vendor/customer files, assist in filing required forms and reports as directed
- Initiates daily customer calls confirming appointments
- Manage and capture customer e-mail database
- Assist in distribution of billings and statements
- Provide support to the various Departments heads
- Other duties as assigned

KNOWLEDGE & SKILLS:

- Proficient in Microsoft Word and Excel
- Must have solid written and verbal communication skills
- Able to communicate on the telephone in a professional and courteous manner
- Experience with QuickBooks

TRAITS FOR SUCCESS:

- Maintain flexibility in a fast-paced environment, and continuously evolving to meet changing business needs
- Detailed-oriented, organized and eager to learn
- Quick learner and problem solver
- Customer service-oriented team-member with excellent communication skill
- Ability to build partnerships and work in a collaborative environment

EDUCATION & EXPERIENCE:

- High school diploma with a minimum of 2 years of work experience, Associates Degree preferred
- Ability to speak and understand Spanish a plus

EEO Statement:

Miracle Farms provides equal employment opportunities to all employees and applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, disability or marital status. Miracle Farms hires and promotes individuals solely on the basis of their qualifications for the job and in accordance with applicable federal and state laws.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Travel

Travel is occasionally required in order to assist CEO accordingly with business matters.