

We are seeking an Administrative Assistant to join our team! You will perform clerical and administrative functions in an office setting in order to drive company success. The ideal candidate can function with a degree of independence within the scope of their duties.

Responsibilities:

- Schedule appointments with our Customer's using company supplied text messaging service, voice, and/or email communications following a set schedule.
- Be able to learn and use our digital Customer Relationship Management (CRM) system to post Customer services & payments and issue service tickets to Field personnel.
- Answer inbound telephone calls and answer Customer questions using data from our CRM database.
- Be able to learn and maintain an established filing system for both paper and digital Customer records.
- Work closely with Field Personnel & Management to coordinate or resolve Customer issues and/or scheduling issues.
- Respond to new sales inquiries from digital media (i.e. website, Facebook messages), inbound text message, or inbound phone calls and forward the information to the appropriate sales personnel.
- Perform all other office related tasks.

Qualifications:

- Previous experience in office administration or other related fields
- Ability to prioritize and multitask
- Excellent written and verbal communication skills
- Bilingual in Spanish is preferred but not necessary
- Familiarity with email and uploading & retrieving data from cloud storage
- Strong Microsoft Office Suite skills (Word & Excel)
- Strong attention to detail
- Strong organizational skills
- Strong Customer service skills

Work Schedule:

- Monday through Friday 8:30am to 5:00pm
- Paid Holiday's
- Paid Sick Leave
- Paid Vacation

About Us:

Dr. John's Lawn Prescription specializes in Lawn & Landscape Healthcare in the Rio Grande Valley. We provide lawn healthcare services to elevate the health and look of our Customer's lawns and landscapes with scientifically timed services throughout the year.