

FT Customer Service Team Member (Salem, OR)

Company Overview

JB Instant Lawn, is a leader in the Green Industry. JB Instant Lawn has specialized in providing beautiful lawns since 1968. Headquartered in the heart of Oregon's Willamette Valley, JB farms nearly 1500 acres of turf, grass seed and nursery stock in both Silverton, Oregon and Redmond, Washington.

We are currently seeking an enthusiastic and personable candidate who enjoys customer service work to join our team in our corporate office located in Silverton, Oregon. This is a full time position from February through October working 4-5 days each week with some Saturday mornings. We are looking to fill this position as soon as a qualified candidate meets our criteria.

Main responsibilities include:

Answer phones and process customer orders

Provide product and ordering information for our customers in Western Washington & Western Oregon retail and wholesale customers

Help create a culture of 'customer first' and translate this into the daily workflow

Resolve customer issues appropriately

Assist with day-end paperwork as needed.

Desired skills:

Excellent customer service and communication skills and focus

Ability to work in a fast paced environment

Ability to quickly learn accounting software

Attention to detail with ability to follow-through with accuracy

Good organizational skills, efficient, ability to set priorities, multi-tasking abilities

Friendly, personable, enjoys helping others

Knowledgeable in Office products is helpful

Bi-lingual preferred

This position has benefits which include health, dental & life insurance, holiday and sick pay. Wage range is \$15-16/hr depending upon experience.

JB Instant Lawn is a drug free workplace. You will have to pass a pre-employment drug screening at Bio-Med testing in Salem, Oregon (<http://bio-medtesting.com/>).

Please send a cover letter explaining why JB should hire you along with your resume to email provided to the attention: Gary. greenteam@jbinstantlawn.net