

*Design Build M­anage*

64 Bella Rd, Sylva, NC 28779 / 68 N. Main Street, Canton, NC 28716

Phone (828)586-8303 / (828)492-0837

**Position Available: Seasonal, Part-Time Receptionist
Department: Maintenance**

**ABOUT THE ROLE:**

***This is a variable, part-time position with seasonal work averaging 8-16 hours per week.***

*As the part-time Receptionist at B. H. Graning Landscapes, Inc. you will be responsible for handling incoming and outgoing correspondence and phone calls, office organization, data entry, scheduling, and assisting with the day-to-day operations of the Maintenance Department and Maintenance Operations Manager. Ideal candidates will have excellent communication skills. You will need to be able to multitask and solve problems.*

**KEY RESPONSIBILITIES – Variable, seasonal work could include any of the following on an as needed basis:**

* Updating customers with maintenance schedule.
* Answer incoming calls & schedule maintenance estimators.
* Data entry and filing (minimal)

**REQUIREMENTS:**

* Organizational skills
* Demonstrate professional written and verbal communication skills.
* Demonstrate efficient time management.

**WHAT WE OFFER:**

* Competitive salary ranging from $13 to $15 per hour, based on experience.
* Opportunity to work with an established company in the landscaping industry.
* A supportive and collaborative work environment
* Opportunities for growth and advancement within the company

*If you're ready to take on this challenging and rewarding role, we would love to hear from you! Apply today and become a part of the B. H. Graning Landscapes, Inc. team.*

To apply, please submit your resume and cover letter to *info@bhglandscapes.com* or visit our website at *bhglandscapes.com/apply/*

B. H. Graning Landscapes, Inc. is an equal opportunity employer committed to diversity and inclusion in the workplace.