



*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: Administrative Assistant**

**Department: Canton Construction**

**ABOUT THE ROLE:**

*As the Administrative Assistant, you will be responsible for data entry, bookkeeping, scheduling, and assisting the day-to-day operations of the Canton Construction Division. Ideal candidates will have excellent communication skills. You will need to be able to multitask, solve problems, and work well with schedules and numbers.*

**KEY RESPONSIBILITIES & REQUIREMENTS:**

- Assisting with scheduling, daily routing and logistics for crews, inclusive of maps and paperwork.
- Answer incoming calls & schedule estimators.
- Data entry and filling.
- Communicate with vendors and set internal appointments.
- Computer/software experience - Microsoft Suite Experience and Proficiency in Excel.
- Organizational skills
- Demonstrate professional written and verbal communication skills.
- Demonstrate efficient time management.

**WHAT WE OFFER:**

- Competitive salary ranging from \$16 to \$18 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](mailto:info@bhglandscapes.com) or visit our website at [bhglandscapes.com/apply/](http://bhglandscapes.com/apply/)

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