



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: Receptionist

Department: Company

ABOUT THE ROLE:

As the 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 company Executive Administrators. This role also supports accounts receivable tasks, including collections calls and emails, finance charge entry in Aspire, and helping maintain accurate customer account records. Ideal candidates will have excellent communication skills. You will need to be able to multitask and solve problems.

KEY RESPONSIBILITIES & REQUIREMENTS:

- Answer incoming calls & schedule estimators
- Data entry, filing, and document organization
- Communicate with vendors and set internal appointments
- Enter and manage finance charges in Aspire
- Assist with customer account updates and payment follow-up
- Office organization, managing supplies and ordering
- Assisting Executive Administrators with daily routine and tasks
- Microsoft Suite Experience and Proficiency in Excel
- Familiarity with QuickBooks
- Organizational skills
- Demonstrate professional written and verbal communication skills
- Demonstrate efficient time management

WHAT WE OFFER:

- Competitive salary ranging from \$15 to \$17 per hour, based on experience
- Part-time schedule of approximately 25-30 hours per week
- 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.