



Weed Control • Fertilization • Vegetation Control • Aeration

Office Reception / Administration

green oasis services inc. is locally owned and operated and has been serving Red Deer and Calgary area since 1994. We service residential, acreage, commercial and industrial clients. Our service portfolio includes fertilization, weed control, vegetation control, core aeration and client consultations. The business we are in is seasonal and is very busy in the peak periods from April to September. We have full-time seasonal and part-time seasonal positions available.

Duties to include:

- handling incoming calls, answering service inquiries and requests
- setting up various service requests (estimates, service calls, applications, call aheads)
- assisting in coordination of all day to day routing and production activities
- data entry of all service activities (completed invoices, estimates, service calls etc.)
- filing and organization of various paperwork (service activities, quotes, general paper)
- assistance in maintenance of safety system management
- renewal and customer follow-up (estimates, service concerns, quality checks)
- process quotes for various divisions (residential, commercial, industrial)
- time sheet collection and entry

We supply:

- extensive paid training
- clean and safe work environment
- competitive wage and incentives
- advancement opportunities
- positive and enjoyable work experience
- flexibility in schedule

You supply:

- positive attitude, strong work ethic, and excellent team skills
- great customer service skills and ability to work on the phone
- general computer and program knowledge (ie: word / excel etc.)
- ability to work in a fast paced environment that is very busy during peak periods
- own transportation to and from shop (there is limited transit service)

Wages and bonus programs:

- Starting wage ranges from \$14 - \$17+ / hour depending on your experience, attitude and skills.
- Depending on position, start time may vary between 7AM and 12PM

Email or fax your resume to:

Calgary & Area
63, 4307 130 Avenue SE #193
Calgary, AB, T2Z 3V8
Phone: (403) 206-9900
Fax: (403) 264-9606
Email: calgary@greenoasis.ca

Red Deer & Area
275, 4819C - 48 Avenue
Red Deer, AB, T4N 3T2
Phone: (403) 358-3339
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Email: reddeer@greenoasis.ca

professional service...guaranteed results!