



Green Oasis is locally owned and operated and has been serving the Calgary, Red Deer and surrounding areas since 1994. We service residential, acreage, commercial and industrial clients. Our service portfolio includes fertilization, weed control, vegetation control, core aeration and more.

Office Reception / Administration

The business we are in is seasonal and is very busy during the peak periods from April to September. We have seasonal full-time and part-time positions available during this period.

Responsibilities include:

- * Handling incoming phone calls, answering service inquiries, email 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, etc.)
- * Assistance in maintenance of safety system management
- * Renewal and customer follow-up (estimates, service concerns, quality checks)
- * Process quotes for various divisions/diverse clients (residential, commercial, industrial)
- * Time sheet collection and data entry

We provide:

- * Comprehensive paid training
- * Clean and safe work environment
- * Competitive wage and incentives
- * Advancement opportunities
- * Flexibility in schedule
- * Positive and enjoyable work environment

Qualifications:

- * 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 (Microsoft Word and Excel)
- * Ability to work in a fast paced environment that is very busy during peak periods
- * Must have your own transportation to and from the shop as there is limited transit service
- * Nice to have: Real Green computer program experience and experience in the lawn care industry

Wages and Bonus Programs:

- * Starting wage ranges from \$14 to \$17+ per hour depending on experience, attitude and skills
- * Depending on the position, start time may vary between 7 am and 12 pm

Email your resume to:

Green Oasis – Calgary

Email: calgary@greenoasis.ca

Green Oasis - Red Deer

Email: reddeer@greenoasis.ca

Thank you for your interest in joining Green Oasis. While we appreciate you applying to work for our company, only those selected to go through the interview process will be contacted.