



Burlington Garden Supplies is looking for an honest and reliable **Seasonal Full-Time Administrative Assistant**. The ideal candidate will be a quick learner, have excellent communication skills, pay close attention to detail, and have an outgoing and friendly disposition.

Job Description:

The candidate will be working directly with customers; answering phones, responding to e-mails and helping walk-in customers by providing information and answering any customer questions. The candidate will be working closely with a part-time office staff and full time yard manager, so effective communication and interpersonal skills are crucial.

He or she will also be working with the company software to process orders for customers and e-mail invoices. The candidate will also be responsible for general cleanliness and organization of the office space.

Saturday work will be required.

Ideal Candidate will possess:

- Customer Service Experience
- Basic Computer Skills (Sage Business Vision or Spire an asset)
- Ability to handle phone calls and orders professionally and efficiently
- Great organization skills and attention to detail
- Preference will be given to individuals with an agricultural or landscaping background

For more information please call 905.689.5527
Send applications to info@millgrovegardensupplies.com
Or 682 5th Concession West, Waterdown, ON L8B 1L6