

## **Administrative Assistant** *(full-time)*

Benson Enterprises is one of the premier design/build landscape management firms in the Rochester area. We have been providing a comprehensive range of services, from landscape design through installation and maintenance, for over 35 years. Customer service and quality work are our priority, and we strive to make sure we exceed our customer's expectations from start to finish.

At Benson Enterprises, we strive for a great working environment and a healthy workplace culture. We have monthly cookouts and other team bonding events throughout the year to engage in a fun and positive atmosphere.

We are searching for a positive and motivated Full-Time **Administrative Assistant** to join our team, Monday through Friday year-round plus over-time is available some Saturday mornings (April - November), who is looking for long term employment as we continue to grow.

Successful candidates will have excellent administrative, organizational, and communication (*written and verbal*) skills, as well as work efficiently in a fast-paced, team environment. You should also be able to manage multiple projects with accuracy and have superb time management skills and meet deadlines.

### **PRIMARY RESPONSIBILITIES**

The **Administrative Assistant** will work closely with the Director of Administration performing a variety of administrative and clerical tasks to support our Administrative, Sales and Operation teams. In addition, some of their detailed responsibilities may include:

- Answer phones and assist with customer requests and inquiries
- Enter leads for the Sales Team into our industry specific software
- Process weekly time cards for payroll
- Ensure file organization based on office protocol
- Accounts Receivable: Apply customer payments in QuickBooks Accounting Software, Billing and Collection Calls
- Accounts Payable: Pay bills by credit card or check
- Office supply and break room orders and shopping
- Other administrative tasks and projects as assigned

### **QUALIFICATIONS and SKILLS**

- Attentive to details
- High proficiency in Microsoft Word and Excel
- Strong problem-solving skills

To learn more about us, go to [www.BensonEnterprises.com](http://www.BensonEnterprises.com)

Pay: \$17.00 - \$20.00 per hour and will be based on your experience

Benefits:

- 401(k), including 4% matching
- Medical / Dental and Vision insurance Pre-Tax (section 125) - Pay 80% for Individual and 50% for Family
- Health Savings Account
- Paid time off and Holiday's
- Life Insurance
- Short and Long Term Disability

Job Type: Full-time

Salary: \$17.00 - \$20.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday
- Weekend availability

Experience:

- Customer service: 2 years (Preferred)

Work Location: One location

**08.19.2022**