

MARSHALL LAWN CARE,

A WELL ESTABLISHED GUNTERSVILLE BASED COMPANY IN BUSINESS 40 + YEARS

IS SEEKING A FULL TIME OFFICE MANAGEMENT EMPLOYEE.

MUST HAVE KNOWLEDGE OF MICROSOFT WORD, & EXCEL, VARIOUS PRINTERS; GENERAL COMPUTER SKILLS;

CAPABLE OF COORDINATING DAILY WORK SCHEDULES FOR EMPLOYEES; ANSWERING THE PHONE AND TALKING WITH CUSTOMERS,

KNOWLEDGE OF LIGHT ACCOUNTING;

WILLING TO LEARN ALL ASPECTS OF CURRENT ACCOUNTING PROGRAM;

LEARNING AREA PROPERTIES SCHEDULING,

VEHICLE TRACKING SYSTEM, DAY TO DAY OPERATIONS;

WILLING TO LEARN ALL PHASES OF THE BUSINESS;

ASSISTANT TO CURRENT MANAGER.

NORMAL HOURS ARE 8:00-5:00 – HOWEVER CAN VARY ON ANY GIVEN DAY.

PAY RANGE IS BASED ON EXPERIENCE.

RESUME IS PREFERRED WITH REFERENCES AND PAST EMPLOYMENT LISTED.

FORWARD RESUME TO mary@marshallawncare.com

OR CALL: 256-302-5669

PLEASE DO NOT COME TO THIS BUSINESS WITHOUT PRIOR PPOINTMENT.