



Deal's Landscape Service, Inc.
3454 Dayton Xenia Road
Beavercreek, OH 45432
937-426-2118

Landscape Sales & Office

This is a full time or part time, hourly, seasonal position that requires the talent to work as a team member. The ability to follow instructions is essential to learning and performing the skills needed for this position. The office staff is under the direct supervision of the Office Manager. Tasks additional to the ones listed here may be required as directed by the manager or owners, or as dictated by the job.

- Reports to work on schedule as requested, including some weekends.
- Learns the efficient use of office computer software, including Quickbooks, Microsoft Excel and Word.
- Greets customers and communicates respectfully; takes the lead or assists with retail sales.
- Able to learn safe use of skid-steer loader for loading customer purchases such as bulk materials.
- Answers telephone, assists customers or transfers calls as needed.
- Able to take direction from and ask questions of estimators when entering estimates. Works well as a productive team member.
- Able to lift 50 lbs. and carry it 50 yards or ask for assistance.
- Communicates with Office Manager, assists with and understands assigned tasks.
- Helps maintain efficient office work environment, files papers as needed.
- Helps on plant sales lot as requested.
- Reports any problems or questions to Office Manager, Landscape Foreman or owners.
- Checks with Office Manager before clocking out for the day.