

---

## **Full Time Sales Assistant/ Admin Assistant - Job description**

Clearview Horticultural Products is a leading supplier of plants to North America. We specialize in climbing plants, specifically Clematis but grow a variety of products. We are looking for someone who is Proactive, has strong communication, and computer skills, you must be able to adapt quickly to a wide variety of tasks including sales, customer service and general administrative duties. You will primarily be in a small office environment, and visiting customers and attending the odd tradeshow may be required. The duties change seasonally and in the spring you are expected to work hard and stay late in a fast paced team environment. For the remainder of the year there is lots of flexibility for holiday time.

### Responsibilities

- Answering phones
- Customer service
- Rebooking orders
- Data Entry
- Various other tasks

### Requirements

- Post secondary or relevant experience
  - Strong computer skills
  - Strong excel skills
- (Must be vaccinated)
- Willing to work overtime seasonally
  - Willing to work as a team
  - Proactive

Salary: \$20.00-\$25.00 per hour