
Part Time/ Full Time Seasonal - 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 The duties change seasonally and in the spring you are expected to work hard and stay late in a fast paced team environment. Part time in slow season Full time with over time in Spring.

Responsibilities

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

Requirements

- Post secondary or relevant experience
- Strong computer skills
- Strong excel skills
- Ability to Multitask

(Must be vaccinated)

- Willing to work overtime seasonally
- Willing to work as a team
- Proactive

Salary: \$20.00-\$25.00 per hour