



# *Less chemical...superior results*

## Haliburton County's only local pest control!

### **Eco-Choice Pest Control Employment Opportunity – Retail/Office Administrator**

We're growing! Our retail shop/office will be opening this spring in downtown Haliburton and we're looking for the right person to complement our team. We want more than just an employee, we're looking for someone who will extend the same high level of customer service and dependability our customers expect; and take pride in maintaining our positive image as one of the faces of our organization.

**Salary: \$15-22/hr** based on previous experience

#### **Duties:**

- 🐞 Greet and engage retail guests, consult with them about their needs and make recommendations
- 🐞 Process sales using a POS terminal, manage inventory and order new items as needed
- 🐞 Update visual merchandising with engaging and timely displays
- 🐞 Answer customer inquiries via phone, text and email
- 🐞 Organize professional services using scheduling software
- 🐞 Provide administrative support to team members in and out of the office
- 🐞 Compile and send invoices, service reports and statements with effective communication
- 🐞 Process service payments and provide receipts in person and electronically

#### **Qualifications:**

- 🐞 Retail and/or office experience essential
- 🐞 Problem solving, attention to detail, customer service and communication skills
- 🐞 Effectively able to multitask and work independently and as part of a team
- 🐞 Excellent computer skills and able to quickly learn new software. Quickbooks experience an asset
- 🐞 Positive attitude and adaptability to a varied work environment including sitting and standing
- 🐞 Experience creating engaging social media communication
- 🐞 Professional and friendly demeanor

We hold ourselves to high standards and believe in having fun while providing professional service. If this sounds like the ideal environment for you, please apply via email with subject line: Retail/admin position.

This position will commence in April 2019 and is a full time, year-round post.

#### **How to apply:**

[info@ecochoicepestcontrol.ca](mailto:info@ecochoicepestcontrol.ca)

Please do not apply over the phone or in person. Successful applicants will be contacted for an interview. Qualified applicants are asked to apply by Feb 22, 2019. We will screen applications as they come in and may hire before the deadline.