

From: Marcus Duck <duckmarc@msu.edu>
Subject: **Fwd: Job Opening - Production Scheduler with Rainbow Treecare**
Date: July 6, 2010 3:58:52 PM GMT-04:00
To: Marcus Duck <duckmarc@msu.edu>



This is a good full-time entry level position for someone who may not necessarily want to climb, but has the interest in working for a tree care company. The person in this position will be responsible for coordinating all plant health care activities for production (disease and insect management as well as tree nutrition efforts). While the position is listed for H.S. Graduate, we would prefer someone with a College Degree in Urban Forestry or similar background. ISA Certification is not required but we will support the employee in getting certified after they meet the ISA experience requirements. Compensation will be adjusted for background, education and experience.

John E. Lloyd, Ph.D.
Rainbow Treecare
11571 K-Tel Drive
Minnetonka, MN 55343

Ph. (952) 922-3810
FAX (952) 252-4720

From: Rhonda J. Domagala

Good afternoon,
Rainbow Treecare would like to announce an upcoming job opening at our Minnetonka Office. Please see the attached document for a brief description of this position.

If you, or anyone you may know, is interested in learning more about this position, please send your resume to rdomagala@rainbowtreecare.com. Internal candidates will have interviewing preference for the next 10 days. If you have any questions, please do not hesitate to contact me.

Thank you,

Rhonda Domagala
Human Resources Manager
Rainbow Tree Companies
Direct (952) 252-0533
Fax (952) 252-4720
rdomagala@rainbowtreecare.com



Rainbow Treecare™
11571 K-Tel Drive, Minnetonka, MN 55343
Phone: (952) 922-3810 Fax: (952) 252-4720

Job Posting

Job Title: Production Scheduler

Department: Production

FLSA Status: Non-Exempt, Regular

Reports To: Production Manager

Description: Responsible for scheduling and providing client information to field staff.

Rainbow Treecare is currently seeking a production scheduler to immediately begin training with Nate Johnson before he leaves us for the Wild Blue Yonder.

Accountabilities include:

- **Scheduling Production Staff:** Assign appropriate crews, vehicles, and equipment to jobs
- **Customer Service:** Settle small account problems, Provide prompt and courteous service for client inquiries regarding scheduling
- **Record Keeping:** Maintain accurate job status and hour entry records, Approve completed work for billing
- **Other:** During the winter months, this position will work with the customer service staff to assist clients via phone, set client appointments, and perform data entry and filing

Skills:

- Flexibility to meet time demands of a fluctuating seasonal workload
- Strong verbal and written communication skills
- Computer literate; MS Office Suite, Word, Excel, Access, Outlook

Qualifications:

Education: High School Diploma or equivalent.
Experience: 2 years customer service or similar.

For a complete job description and/or to apply to this position please contact Rhonda Domagala in Human Resources (952) 252 – 0533 or email rdomagala@rainbowtreecare.com