ADMINISTRATIVE

Landscape Production Assistant
6:30 a.m. – 3:00 p.m.

Leading Wisconsin firm seeks an administrative professional with 3-5 years experience for the Production Assistant position for our landscape construction/maintenance departments.

This is a fast-paced production environment for which the successful candidate will have knowledge of landscape production materials and related terminology (square footage, yardage, tonnage, etc.) as well as logistical, dispatch, and production organization skills. Position also perform Diggers Hotline and assists with preparation and organization of snow proposals/contracts/snow books and snow meeting.

Additionally, the candidate must:

- demonstrate strong organizational skills
- demonstrate strong customer service, decision making and problem solving skills
- demonstrate strong communication skills (both verbal & written) and ability to communicate production information & requirements & field questions from field staff to sales, management and other support staff.
- demonstrate a strong attention to detail
- demonstrate strong math skills, i.e., the ability to compute volume, area, and weight conversions
- demonstrate working knowledge of general computer functions and Microsoft Office programs and be able to “quickly” learn new programs/applications
- be responsible for licensing and titles of company vehicles and equipment

We offer competitive wages/benefits. Apply to: www.davidjfrank.com/careers, or e-mail: sandyt@davidjfrank.com.

EOE

David J. Frank Landscape Contracting, Inc.,
Germantown, WI