

Work Study Job Description

Job Title	Account Representative
Organization Name	Greenpoint Landscaping
Job Location	Edmonds
Address	111 Sunset Ave N #104 Edmonds WA 98020
Pay Rate	\$10 - \$15
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	James Jakobsen
Phone Number	206-730-6388
Email Address	admin@greenpointlandscaping.com
Website	http://www.greenpointlandscaping.com

Nature of Organization

Greenpoint Landscaping is a locally owned and operated Landscape management company based in Edmonds, Washington currently serving the Puget Sound region and beyond.

Duties and Responsibilities

Account Representative would assist the 2 managing members of Greenpoint with overall client satisfaction, quality control of job sites, vendor management, client email/communication, and scheduling/admin assist.

Minimum Qualifications

Must have drivers license, ability to meet on time at Edmonds office, willingness to assist in exceeding clients' expectations, ability to work well with others in order to ensure quality standards are reached, email/computer savvy, teachable attitude. Some knowledge of Spanish would be a benefit.

Educational Benefits

This position will learn how to work with others to achieve high quality standards in the service industry. It will also learn how to interact with clients in ways that will exceed their expectations. This type of experience has a wide variety of applications in multiple fields and careers.

How to Apply

Send an email to admin@greenpointlandscaping.com or call our main line at 866-531-4448.

Job Number: 40GRPL01 | Category: | Program: State | Reimbursement Rate: 40%