

## Work Study Job Description

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

### 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](mailto:admin@greenpointlandscaping.com) or call our main line at 866-531-4448.

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