

Admin Assistant/Customer Service

Bowie landscaping company is looking for extremely organized, outgoing individual for Administrative position within our Irrigation Department. Must have excellent phone skills, Microsoft Office proficiency, experience with scheduling and routing, and a professional, positive attitude. You will be required to communicate with clients regarding scheduling, billing, products and services. You will also be required to prepare bids, proposals and contracts. Serious applicants only. Email resumes to dvailes@completelandscapingservice.com . No phone calls.