

Join our **TEAM**

Willow Gates Landscaping is an established design/build company serving Lancaster, Chester, Berks, and other surrounding areas. Currently, we are looking for individuals to fill our secretary and sales positions. Experience in customer service, construction, or the green industry is beneficial, but not required.

SECRETARY

The secretary position could be full-time or part-time, with the possibility of working remotely. Experience in customer service, construction, or the green industry is beneficial but not required. Basic typing skills and computer literacy are required. This could be a great fit for those just entering the workforce or those who are semi-retired!

Responsibilities:

- Answering phone calls
- Responding to incoming leads from the website
- Handling accounts payable & receivable

Additional Responsibilities (if interested):

- Jobsite photography
- Social Media Management
- Event Organization

SALES

The ideal candidate will have prior experience in the green industry or construction. Sales experience is also beneficial. The position will begin as part-time on the installation crews, and then transfer to a full or part-time sales position.

Responsibilities:

- Conducting phone interviews with potential clients
- Meeting clients for jobsite consultations
- Designing landscapes, landscape lighting, & outdoor living areas
- Estimating projects
- Meeting clients for proposal reviews

* Benefits include a retirement savings plan, paid vacation/holidays, and professional development coaching.

To apply, give Jeremy a call at **(717) 341-0540**
or visit **www.willowgateslandscaping.com/careers**.

