

Administrative Assistant

Lueders Companies, based in Medfield, MA a Boston area premier tree, shrub and lawn care company, is seeking an energetic individual who enjoys a high volume, fast pace environment while maintaining accuracy and detail to join our office team.

Responsibilities include:

- Provide broad administrative support as part of the Office Team.
- Engage effectively with clients, management team, coworkers and vendors.
- Data Entry for client information management, proposals and production
- Produce accurate and properly formatted client proposals in a timely manner.
- Draft or edit materials or correspondence that involves the use of technical terminology from a rough form (such as dictation or general instructions) into final form.
- Effectively manage special projects and other duties as assigned.

Requirements:

- Proficiency in Microsoft Word, Excel, Power Point and Outlook
- Excellent Organizational skills
- Intuitive thinking and attention to detail
- Willingness and ability to follow directions
- Superior telephone and customer service communication
- 50 WPM typing or higher
- Strong written and oral communication skills.
- Able to prioritize time sensitive assignments.

Benefits: Lueders Companies offers competitive compensation and benefits, including: vacation, holidays, Blue Cross Blue Shield health insurance, Life insurance, 401(k) Retirement with matching contribution, profit sharing, continuing education and other benefits.

Please forward resumes to:

Careers@luedersco.com

Mail:

The Lueders Companies

Attn: Connie

P.O. Box 920279

Needham, MA 02492

