

**Metro Milorganite Inc. DBA Metro Turf Specialists**  
*Customers, Our TOP Priority!*



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We are seeking a full-time Secretary to join the Metro Turf Specialists Team! We are looking for someone who will participate in our daily office activities, and who will help us maintain our industry best customer service reputation.

**Job Details**

Responsibilities will include, but are not limited to:

- Handling incoming phone calls
- Managing our literature library for the sales representatives
- Filing
- Scheduling appointments, organizing business events/trips, and controlling the office calendar
- Organizing, tracking, monitoring our promotional inventory
- Typing up letters via dictation
- Compiling municipality bid results
- Assisting with organizing our sponsorships with industry associations
- Organizing end user pesticide licensing expirations
- Assisting with end user events
- Updating customer databases and customer delivery sheets
- Coordinating with IT company for various updates

**Educational Requirements**

- Associates degree or higher preferred  
*\*Experience is most important\**

**Experience Requirements**

- 2+ years of secretary or administrative assistant experience
- Microsoft Suite (Word, Outlook, Excel, PowerPoint, etc.) proficient

**Other Requirements**

- Energetic, upbeat attitude
- Detail oriented, organized, proactive, self-starter
- Excellent time management skills, with the ability to prioritize work.
- Excellent verbal and written communication skills

**Weekly Schedule**

Monday – Friday

**Time**

**In-Season** 8:30 AM – 5:00 PM

**Winter Hours** 8:00 AM – 4:30 PM

Lunch Break of 30 minutes

*\*Additional hours may be required during peak season\**

**Job Benefits**

- Eligibility for our 401(k) plan
- Medical benefits with the option for dental insurance
- Paid Time Off (PTO) structure

**Compensation**

- Hourly range of \$21-\$23/hour  
*\*Based on experience\**

**Date Job is Available**

Immediate

**Job Application Instructions**

Please complete the employment application on our website.  
[www.metroturfspecialists.com/career-opportunities](http://www.metroturfspecialists.com/career-opportunities)