

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



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We are seeking a part-time Administrative Assistant 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:

- Handle incoming phone calls
- Managing our literature library for the sales representatives
- Filing AR & AP
- Scheduling appointments, organizing business events/trips, and controlling the office calendar
- Monitoring & organizing our promotional inventory
- Typing up letters via dictation
- Compile municipality bid results
- Organizing our sponsorships with industry associations
- Monitoring and organizing end user pesticide licensing expirations, as well as internal licensing
- Assisting with marketing/social media/website
- Assisting with end user events
- Assisting with the creation of promotions

Educational Requirements

- Associates degree or higher

Experience Requirements

- 2+ years of administrative assistant experience
- Microsoft Suite (Word, Outlook, Excel, PowerPoint, Publisher, 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, Wednesday, Friday

Days may be subject to change due to peak season requirements

Time

8:00 AM – 4:30 PM

Lunch Break of 30 minutes

Additional Job Benefits

- Eligibility for our 401(k) plan

Compensation

- Hourly: \$22.00/hour

Date Job is Available

Immediate

Job Application Instructions

Please complete the employment application on our website:

<https://metroturfspecialists.com/career-opportunities>