



Job Posting

15200 Cedar Springs Avenue, Cedar Springs, MI
GreatLakesLandscapeSupply.com

Receptionist

Great Lakes Landscape Supply is currently seeking a highly motivated and a forward-thinking Receptionist to join our team! You will be a key contributor to providing a meaningful customer experience. We are looking for someone with a proven track record and desire to grow within our organization.

What You'll Do

- First point of contact for customers
- Greet and welcome customers.
- Set tone for a positive customer experience
- Check in and direct customers to the appropriate team member(s)
- Coordinate front desk activities including answering and directing incoming phone calls
- Track customer/potential customer information in our CRM (Salesforce)
- Maintain a strong work ethic with total commitment to success every day
- Assist customers with any questions directed to the reception desk
- Other duties, functions and responsibilities may be assigned to the position as appropriate and necessary

Qualifications

- High School education or equivalent
- Previous experience in a high-standard customer service environment preferred
- Excellent interpersonal, presentation and relationship-building skills
- Strong ability to take initiative, coupled with leadership skills and the ability to take charge of a situation
- Strong sense of personal responsibility and reliability, with the desire to work as an integral member of a team
- Strong organizational skills with the ability to multitask
- Ability to effectively respond to and meet the needs of a diverse client base
- Computer skills: MS Office



Why Great Lakes?

Established in 2002, Great Lakes is a growing company headquartered in Cedar Springs, Michigan. We specialize in wholesale sales to the landscape trade. With 5 locations across Michigan, we grow, stock and direct ship plant and hardscape material including trees, shrubs, perennials, natural stone, concrete products, and more.

We are a successful company with a proven record for growth and expansion. With that comes the opportunity to advance. A motivated person can make GLLS a place to have a rewarding career. Come grow with us!



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Receptionist, continued

Job Hours

This can be a full-time or part-time position. **Pay \$11-15hr, based on experience.**

Ready to Join Our Team?

Choose how you would like to apply:

Online:

- Click the button below to access our application.
- Complete the application and email it (along with your resume and cover letter) to: **halliegreatlakes@gmail.com**.

In Person:

- Stop into our main office at 15200 Cedar Springs Ave, Cedar Springs to complete an application.
- Be sure to bring a copy of your resume and cover letter.