

Does COVID have you feeling stuck where you work?

Does your current employer have frustratingly high turnover?

Crawford Tree & Landscape, providing estate care since 1969, is currently hiring! Do you want to work at a company that hires and retains quality staff, holds a high standard through proper training, gives you detailed and clear tasks, and even cares about your quality of life outside of work?

Our staff is enthusiastic, driven, loyal, and always encouraging one another to grow personally AND as industry professionals. The opportunity here is limited only by you. Simply send an email (see below) or text Jon (262-720-6086) to meet our staff and see our facility.... this ad can't tell our story!

What are we looking for?

- Prior experience in an office or customer service environment (NOT mandatory)
- Valid WI driver's license (mandatory)
- Ability to pass a drug test (mandatory)

Compensation:

Hourly, based on skill set, knowledge, and ATTITUDE!

Duties may include but are not limited to:

General office tasks such as answering & making phone calls, creating documents in Microsoft Word, restocking employee forms, and emailing messages to the office staff; entering Work Orders; assisting the Office Manager with seasonal tasks; filing client & vendor paperwork; planning & executing social events throughout the year; assisting the sales staff and president with projects.

Your workspace in the Main Office designates you as an individual's first point of contact when they enter the office. Whether it is an employee with a question, a person seeking a quote or employment, a vendor or client meeting with a salesman, or a delivery drop off (UPS, Amazon), you will be the one to welcome them, answer their questions to the extent that you can, and direct them to the right person as needed.

YEAR-ROUND benefits include:

-Respectful work environment

-Wellness benefits

-Retirement benefits

-Company outings

-40 hour work week year round

-Continuing education funds (to assist with any position related tuition)

-Vacation pay

-Holiday pay

-A committed and loyal team of 30, many of whom have been here more than 10 years!

-Being part of a team that is actively pursuing growth in our knowledge and in the fair treatment of our clients, their properties, and each other.

Let's Meet!

Please text Jon at 262-720-6086 or submit your resume (or work history) and a little about yourself via e-mail to Jon at jonwelch@crawfordtree.com. Thank you for considering Crawford Tree & Landscape!