

Receptionist

Waterloo, WI

McKay Nursery Company is an employee-owned (ESOP) business located in Waterloo, Wisconsin. Since 1897, McKay has been growing quality plants for wholesale and retail customers throughout Wisconsin and the nation.

Position Description

We currently have a full-time Receptionist position available in our business division located in Waterloo, WI. In addition to competitive wages we offer a generous benefit package, our retirement package which includes a fully company paid ESOP (Employee Stock Ownership Plan) retirement program and company 401(k) plan.

Our receptionist is responsible for:

- Answering, screening and forwarding incoming phone calls
- Greeting visitors, directing them appropriately and notifying company staff of visitor arrival
- Receiving and sorting daily mail
- Handling will-call orders seasonally
- Keeping a safe and clean reception area by complying with procedures, rules, and regulations
- Contributing to team efforts by accomplishing related tasks as assigned

Our working population consists of many Spanish speaking employees, Bilingual candidates are preferred.

Best candidates will have:

- Telephone skills that include clear verbal communication and listening skills
- Professionalism
- A customer focus
- Excellent organization skills
- Ability to handle seasonal call volume demands
- Familiarity with Microsoft Office Suite products

Supervisory responsibility - This position has no direct supervisory responsibilities.

What you will experience:

- An exciting, fast paced environment with a growing nursery
- Veteran leadership with an open door policy
- A focus on making our employees the best they can be
- Team approach to problem solving
- Extensive benefits package

Send resume and contact information to info@mckaynursery.com