

Business Systems Manager

SGK Landscapes, Inc.
1406 Fire Station Road
Starkville, MS 39759

Main Job Tasks and Responsibilities

Monday- Friday 8:00-5:00

- answer phones and transfer to the appropriate staff member
- take and distribute accurate messages
- greet public and clients and direct them to the correct staff member
- coordinate messenger and courier service
- receive, sort and distribute incoming mail
- monitor incoming emails and answer or forward as required
- prepare outgoing mail for distribution
- fax, scan and copy documents
- maintain office filing and storage systems
- update and maintain databases such as mailing lists, contact lists and client information
- retrieve information when requested
- update and maintain internal staff contact lists
- co-ordinate and maintain staff administrative records such as staff parking, staff phones and company credit cards
- type documents, reports and correspondence
- co-ordinate and organize appointments and meetings
- assist with event planning and implementation
- monitor and maintain office supplies
- perform work related errands as requested such as going to the post office and bank
- keep office area clean and tidy

Education and Experience

- High School Diploma or equivalent
- Business college training an advantage
- Must have Quickbooks experience
- Accounting experience
- Previous office experience may be requested
- Competent computer skills including MS Office
- Internet skills including use of e-mails, group messaging and data collection
- Numeracy and literacy skills

Key Competencies

- Quickbooks experience
- organization and planning skills
- work management and prioritizing skills
- verbal and written communication skills
- problem solving ability
- attention to detail
- accuracy
- flexibility
- reliability
- teamwork