

Business Systems Manager

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



SGK Landscapes is currently seeking a Business Systems Manager for its Starkville, MS branch. The criteria of a Business Systems Manager are as follows: having organizational skills, managing and prioritizing tasks, having office experience, a positive attitude, being willing to be to a teacher, & be willing to work with in a team environment.

SGK Landscapes intends to be a continuously advancing organization that caters to our ever changing client base by offering exceptional services. We strive toward this goal by maintaining a highly professional staff that understands and responds to customers' needs in a friendly, personal manner. We are dedicated to preserving an atmosphere in which employees can attain their personal goals through the organization and be proud of the company for which they work. Our culture is defined by strong values, diligence, quality, customer service, safety, innovation, & an appetite for profitability. These characteristics will allow us to be a leader in the markets we serve and an asset to our community.

Main Job Tasks and Responsibilities

Monday- Friday 8:00-5:00

- Ability to assist in Account Receivable, Accounts Payable, and Payroll
- Maintain exceptional communication skills to answer phones, take and distribute accurate messages, monitor incoming emails and answer or forward, and greet public and clients
- Coordinate messenger and courier service
- Receive, sort and distribute incoming mail
- Maintain office filing and storage systems
- Update and maintain databases such as mailing lists, contact lists and client information
- Excellent problem solving skills to find and retrieve information when requested
- Co-ordinate and maintain staff administrative records such as staff parking, staff phones and company credit cards
- Ability to type documents, reports and correspondence quickly and efficiently
- 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

Job Type: Full-time