

Winter Star Holiday Lights

Winter Star Lights is looking for an Administrative Coordinator

The *Winter Star Holiday Lights* Administrative Coordinator provides an essential role to the company by supporting all departments, as well as being the direct point of contact for our clients and vendors.

Job Type: Full Time, seasonal

Hours: 8:30am- 4:30pm, Monday through Friday

Location: Woodfin, NC

Compensation: \$17.50-21/hour based on experience with the potential for salary, benefits, and growth opportunities for the right candidate.

A LITTLE ABOUT US

Since 2014, Winter Star has been operating as a seasonal holiday lighting service provider in Asheville, NC and surrounding areas. As a service-based organization, we create and maintain a unique customer service experience for our residential and commercial lights clients.

We are guided by our core values, which include an exceptional level of professionalism and integrity, a commitment to a job well done, and a priority for the safety of our crew, our clientele and their property. We strive for an upbeat and engaging work environment from which we deliver the ultimate end result of our products and services: Joy!

Although you will see minimum and preferred requirements in our postings, we recognize that people come with talent and experiences outside of a job. Passion, innovation, inquisitiveness, and grit are all key components to advancing our mission and we encourage you to apply.

Responsibilities:

- Direct point of contact for initial and ongoing client communications, such as answering the phone and responding to emails in an engaged and professional demeanor.
- Maintain and organize all client/lead data in both CRM and Google Drive.
- Identify client potential and schedule clients into Calendly.
- Assemble client contracts and send for signature via Adobe Sign or other software.
- Maintain client payment history and send invoices via QuickBooks.
- Assist management team with scheduling client installs and coordinating job routes.
- Create detailed daily job sheets based on the client installation schedule.
- Maintain and order lighting inventory and office supplies.
- Manage all office tasks such as trash removal, recycling, plants, maintenance etc.

Minimum requirements:

- General understanding of administrative tasks.

- Comfortable asking clients for information and providing company information with confidence, both orally and written.
- Possess a strong attention to detail.
- Extreme organization; must be able to track and maintain multiple tasks simultaneously in a high paced environment.
- Strong initiative and the ability to work with limited direct supervision.
- Maintain a clear understanding of priorities and implementation of time management to accomplish goals.
- Computer proficiency and understanding of Google Drive.
- Positive attitude and professional demeanor at all times.

Preferred knowledge, skills and abilities:

- Ability to assess and improve upon workflows and systems within the company.
- Experience with CRMs, Adobe Sign, Quickbooks, Calendly or a willingness and ability to learn.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change as the company's needs change.

To Apply, please submit your interest letter and any relevant work history to jess@winterstarlights.com