



sstree.com
651.451.8907

CLIENT EXPERIENCE COORDINATOR

S&S Tree Specialists a Davey Company is seeking qualified candidates for a full-time Client Experience Coordinator. Our parent company Davey Tree is a leader in arboricultural and landscape services throughout US and Canada. Our client experience coordinators are the first point of contact for our prospects and clients and plans an important role in the overall client experience. The ideal candidate would have knowledge of the green industry, passion for customer service, attention to detail, able to manage multiple projects and work well with a team.

QUALIFICATIONS:

- Degree (2 yr or 4yr) in administration, accounting, horticulture, arboriculture or related field
- Excellent telephone, communication and problem solving skills
- Strong proficiency with Microsoft Excel, Outlook and Word
- Willing to learn CRM type software
- Experience or willing to learn accounting software such as SAP
- Positive attitude.

DUTIES (include but not limited to)

- Assist with plant health care scheduling
- Problem solve with customers on plant health care related issues
- Maintain client account information including billing/invoicing, work reports and balances
- Meet deadlines while maintaining accuracy
- Answer and screen incoming calls using professional communication skills
- Participate in employee and professional training events

BENEFITS & COMPENSATION:

- Full time hourly positions. Pay based on experience.
- Comprehensive health, dental and vision insurance.
- Paid vacation and holidays, 401K with company matching and company stock purchase options.

APPLICATION AND CONTACT INFORMATION:

To apply for this job or others visit jobs.davey.com and search for jobs in South Saint Paul, MN. For questions, contact Gail Nozal, gnozal@sstree.com, 651-451-8907

S&S Tree and Horticultural Specialist is a division of the Davey Tree Expert Company. Davey is an Equal Opportunity Employer. Davey requires a Pre-Employment Drug Screen and E- Verify Social Security # Verification.