



941-921-4659

### **Part Time Job position**

Residential Co-ordinator

Do you like having a laugh at work? A wide variety of tasks? Is family a priority to you? Do you like dogs? Most importantly, do you have a servant's heart? If so, Florida Fence might be a good fit for you.

We have a part time position for a very important role. You would be the first impression to new clients through phone, email and online requests. Your caring and knowledgeable presence would play a major role in developing relationships with our clients by providing solutions to their fence needs. We will train you on our products, creating estimates, contracts and potentially site visits.

Your knowledge of the local area and G Suite experience would keep calendars and email communications running smoothly. You would work closely with our **AWESOME** Commercial Coordinator Dawn Potter. Teaching is one of her many gifts.

We work from our home office near Bee Ridge and Lorraine. Our office hours are 7:30 to 4:30 but we are very flexible to suit your schedule for the part time position of 15 hours per week.

Exposure to Quick books a plus. Hourly rate is \$15 to \$17 per hour. Potential to go full time.

Thanks for reading. Your time is valued. If this position is of interest, please click here <https://floridacommercialfencing.com/employee-application/> and check the box for reception/client services.

PS - property is on a countryside setting of 15 acres with a 30 stall horse barn but still only a mile from Publix. We love it!