

Allen Landscape in Highland is seeking a part-time (20 – 25 hours per week) office clerk. Candidate must be available to work Monday – Friday. Prior office clerical experience required.

**Job Type**

- Part Time (20 - 25 hours per week)

**Job Duties**

- Calculate labor and materials on worksheets
- Data entry
- Filing and copying as needed
- Other duties as assigned

**Job Requirements**

- Clerical experience required
- Attention to detail and follow-through
- Excellent communication skills
- Confident and friendly disposition
- Able to handle work independently
- Work effectively with supervision and as part of a team.
- Proficient in Excel & Word

**Education & Experience**

- Clerical experience required
- High school diploma or equivalent required

To apply online, visit our website at <https://www.allenlandscape.com/employment.html>

or stop in at the Garden Center located at 2539 45th Street Highland, IN 46322 to fill out a paper application.