

Front Office Worker

Functional Summary

Reporting to the office, the front office worker is responsible for selling products to customers and for answering or forwarding along all customer's inquiries.

Key Responsibilities include

Safety

- Promote, execute, and adhere to the company's safety program and encourage all co-workers to adopt safety as a culture
- Attend safety meetings
- Work in a safe, responsible manner to not injure oneself or endanger the wellbeing of others

General

- Be knowledgeable on the products and answer all customer questions in a kind a courteous manner
- Ensure the phone is answered and all messages are checked and forwarded to the appropriate person
- Sell product and take accurate payment
- Set up deliveries
- Ensure there is enough product in the bays and arrange for pickup of aggregate if required
- Take in calls from collection of garbage and food waste and log them correctly and escalate as appropriate
- Work with recycling to arrange pickups of various products
- Other duties as assigned

Reports

- Reports to Controller