

OFFICE POSITION — FULL-TIME

Call Center / Customer Service Administrator

\$20 – \$24 per hour

Full-Time	In-Person	Omaha, NE
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Heartland Lawns is a locally owned business that has been serving Omaha since 1990. We're growing and looking for a customer-focused professional to be the friendly voice of our company. If you're organized, personable, and thrive in a fast-paced environment, you'd fit right in with our team.

What You Will Do

- Serve as the primary phone contact for inbound customer calls
- Schedule service and sales appointments and follow up on customer concerns
- Keep customer records current and accurate
- Coordinate paperwork and correspondence for sales estimates and service calls
- Support production and sales teams with printing and materials prep
- Cross-train in other departments for backup support

What We Are Looking For

- Strong verbal and written communication skills
- Experience with Microsoft Office (Word, Excel, Outlook)
- Ability to multitask and handle a high volume of calls
- Accurate data entry and attention to detail
- Team player with integrity and a problem-solving mindset

COMPENSATION & BENEFITS

- ✓ \$20–\$24/hr
- ✓ 401(k) with matching
- ✓ Paid time off
- ✓ Health, dental & vision insurance
- ✓ Life insurance
- ✓ Employee discount

Ready to join the team?

Visit HeartlandLawns.com/careers to submit your application, or call us at **402-492-8800**. We'd love to hear from you.