

Administrative Assistant

Bartlett's is a family owned and operated wholesale greenhouse since 1911. Accuracy and dependability are key to this position of 40-50 hours a week depending on time of year. Must be knowledgeable in Quickbooks, order entry, A/R and A/P. General secretarial duties to keep an office running efficiently and the ability to communicate with customers is essential.

Call Michael 978-443-8851 7-3