



## POSITION AVAILABLE

### Twin Falls Part-time Office Administrator/Receptionist

#### Description

Office administrator will answer phones, welcome customers, support other company personnel as well as fulfil other general office duties. Will work approximately 20 hours/week. Flexible schedule during regular business hours.

#### Qualifications

Requires High School diploma or GED, Good customer service skills, knowledge of Microsoft and Excel Worksheets and other office equipment. Good communications and interpersonal skills and time management and problem-solving skills.

#### How To Apply

If you are interested in becoming part of our dynamic team, please send your CV to [info@croplogic.com](mailto:info@croplogic.com)

