



<https://www.legacyseptic.com/job/human-resource-customer-support/>

Human Resource and Customer Support

Description

Legacy Septic is looking for an outgoing and enthusiastic office professional to fill the role of Human Resource & Customer Support. The right candidate will have experience in a professional office setting and excellent customer service and organizational skills. Experience in Human Resource and plumbing/septic industry is a plus, but we are always willing to train the right candidate.



Primary Duties include

- Timesheets & payroll.
- Insurances (medical, AFLAC).
- Employee Handbook.
- Offer letters.
- Occupational health liaison.
- Vehicle & trailer renewals, waste hauler reports, Utility licenses & waste hauler vehicle inspections.
- BAT – MDE.
- File reviews for Declarations, additional work, blue folders, new homeowners.
- Charitable giving.
- Order office equipment & supplies & uniforms.
- Share our Star program.
- Prepare estimates and invoices and email them to customers.
- Order County septic records and MissUtility tickets.
- Answer phones and manage customer questions/concerns.
- Enter new customer information into customer database.
- Provide administrative support to company owners.

Hiring organization

Legacy Septic

Employment Type

Full-time, Part-time

Working Hours

40 hours per week, however for the right candidate this absolutely can be a 30 hours per week job.

Base Salary

\$ 18 - \$ 25

Date posted

January 27, 2025

Must Haves

- Experience in Quickbooks & Service Titan (at least 1 year).
- Excellent customer service skills.
- Strong organizational skills & problem solving skills.
- Must be able to work as part of a team.
- Ability to multitask and change focus quickly throughout the day.

Would be Nice

- Experience in Human Resources.
- Experience using Microsoft Office Suite, Google Suite, DropBox.
- Experience with Health Departments & Miss Utilities.

Benefits and Compensation

- Monday – Friday 8am-5pm (there is some flexibility) – part time option.
- Medical, dental, vision insurance – employer pays 50% for full time employees.
- IRA – employer contributes 2%.
- Life and short-term disability insurance – employer pays 100%.- full time employees.
- AFLAC – full time employees.
- Share our Stars.