

Job Title: Receptionist/ Office Assistant

Company: Lemke Pest Control

Location: 3224 6th Ave NE Suite B, Rochester, MN 55906

Employment Type: Full-Time, in-person

Start date: April 14, 2026



About Us

At Lemke Pest Control, we're a small, family-owned crew on a big mission—to **bug** pests and keep our neighbors' homes and businesses pest-free. 🐜 While the critters may crawl, fly, and skitter, our team sticks together like a well-organized ant colony. We pride ourselves on treating our customers (and each other!) like family—no **roach-y** attitudes allowed. Our focus is on great service, strong relationships, and an easygoing workplace where everyone can **bee** themselves and thrive.

Position Overview

Lemke Pest Control is seeking a friendly, organized, and dependable Receptionist to be the first point of contact for our customers. The Receptionist will manage incoming calls, schedule service appointments, assist with basic office tasks, and help ensure the daily operations of the office run smoothly.

Key Responsibilities

- Answer incoming phone calls and respond to customer inquiries in a professional and friendly manner
- Schedule and coordinate pest control service appointments
- Greet customers and visitors when they arrive at the office
- Process basic paperwork, invoices, and payments
- Communicate service details and updates to technicians
- Maintain organized filing systems and office records
- Assist with general administrative tasks as needed
- Support a positive and professional customer experience

Qualifications

- High school diploma or equivalent required
- Previous receptionist, administrative, or customer service experience preferred
- Strong communication and interpersonal skills
- Excellent organizational and time-management abilities
- Comfortable using computers, scheduling software, email, and phone systems
- Familiarity with Mac/Apple products and programs a plus (but not required)

- Ability to multitask and stay organized in a busy office environment
- Friendly, dependable, and team-oriented attitude

Work Environment and Schedule

- Office setting in a small, family-owned business
- Hours are Monday-Friday, 8AM-5PM
- Collaborative and supportive team environment
- Regular interaction with customers and service technicians

Benefits *(if applicable)*

- Starting pay \$17/hour, with increase to \$18/hour after 90 day probation
- 7 paid holidays/ year
- 8 days vacation plus 5 days of sick time each year (with annual increases for vacation)
- Opportunity to grow with a family-owned business

How to Apply

Interested candidates should submit their resume (with at least 2 professional references) and a brief introduction explaining why they would be a great fit for Lemke Pest Control.

Email resume, references and brief introduction (two paragraphs or less) to Scott Lemke at scott@lemkepest.com with the subject line **Receptionist**.

Lemke Pest Control is proud to be an equal opportunity employer and values individuals who are dependable, customer-focused, and committed to providing excellent service.