

## Landscaping Office Administrator- Job Advert

Year Round Yard Maintenance is looking to hire a reliable Office Administrator. We have a growing business and a busy home office.

Excellent computer and software skills required. Strong written and verbal communication skills, a must. Candidate must be able to multi task in a very busy work environment.

The tasks of the Office Administrator will include bookkeeping, filing and data entry. The ideal candidate will be competent, self-motivated and work with little supervision. Experience with “Quick Books” preferred.

### **General Duties & Responsibilities:**

- Administrative assistance to the Founder/Principal Owner
- Answer phones in a polite and professional manner with the ability to redirect inquiries and questions to the appropriate team member.
- Follow up with clients via phone calls and emails in a timely manner
- Schedule meetings and prepare weekly schedules/work orders
- Systems development and maintenance
- Order and organize office supplies
- Effective organizational skills and high level multi-tasking
- Project liaison between customer, Owner and Crew Lead
- Flexibility and a willingness to take on projects as required

### **Education and Experience:**

- High School diploma or GED required, college degree in Business or related field preferred
- Some accounting knowledge would be an asset
- Accounts receivable and accounts payable knowledge preferred
- Excellent customer service skills
- Proficient in MS Office Suite required

Year Round Yard Maintenance website: <http://www.yearroundyardmaintenance.ca/>

HOURS OF WORK: Full time: Monday – Friday, including some Saturdays

CLOSING DATE:

SUBMIT COVER LETTER and RESUME TO: Isabelle Charland at [isabelle@hrinternation.ca](mailto:isabelle@hrinternation.ca)