

MOTIVATED CAREER ORIENTED OFFICE ADMINISTRATIVE ASSISTANT

Custom Landscape Construction/ Landscape Maintenance Company looking for hardworking, reliable, goal oriented, success driven candidates who are passionate about positively sustaining the environment and providing our customers with exceptional service in person, via phone, and email. We believe it's our people that make the difference. We provide a competitive compensation and benefit package and training opportunities.

Key Responsibilities:

The tasks of the office administrative assistant will include bookkeeping and data entry. The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy. The right candidate will ensure smooth running of our company's office and contributes in driving sustainable growth.

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Creates and modifies various documents using Microsoft Office, Google Drive, LMN/ CRM, and QuickBooks.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Scheduling and invoicing.
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Ensure cleanliness of the office
- Perform general clerical duties ~ data entry, photocopying, faxing, scanning, mail distribution, and filing
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

Requirements:

Experience as an office assistant or relevant role

Outstanding communication and interpersonal abilities

Excellent organizational and leadership skills

Familiarity with office management procedures and basic accounting principles

Knowledge of MS Office and QuickBooks

Qualifications in secretarial studies will be an advantage

High school diploma; BSc/BA in office administration or relevant field is preferred but not required

**For the right candidate we offer paid holidays, paid vacation, and 401K

~ Starting wages \$15 based on skill levels

If you are interested in this opportunity, please email your cover letter and resume. We thank all applicants for applying for this position; however, only those applicants selected for an interview will be contacted.