

OFFICE MANAGER/OFFICE ADMINISTRATOR

ABOUT

WillowGrove is a five year old landscape design, build, and maintain company proudly serving the Northshore communities. The culture at WillowGrove is based on the four core values of Integrity, Passion, Relationships and Service. Our mission is to enhance the lifestyles of our community both within our company and by serving our clients. WillowGrove is growing fast and we are looking to add crucial leadership positions to the team to set a foundation for future growth and high quality projects.

POSITION | OFFICE MANAGER - OFFICE ADMINISTRATOR

This position is a highly visible, polished professional who creates exceptional customer experiences while executing day to day operations. It is necessary to be an expert communicator, have the ability to work in a fast paced, rapid growth environment, and understand the importance of being a team player. You will be the "go to" person for all clients as well as internal team members. A strong HR background is required.

OUR IDEAL CANDIDATE:

- Highly refined with excellent communication, interpersonal and organizational skills
- Bilingual abilities (Spanish) are a plus
- Computer and data entry experience as well as phone skills, including voice-mail and multiple lines, are mandatory.
- At least 2 years of experience with Quickbooks, Google Suite, Microsoft, LMN preferred
- You are organized, self-motivated, and professional
- You are a great multitasker and problem solver
- You have experience with financial management, including Accounts Payable and Receivable
- 3+ years experience in a customer facing position
- A proven leader who is confident in leading a team
- 3+ years experience in a management/leadership role

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Greet and welcome all clients and team members in person and phone
- Lead the office staff in an effective and efficient manner in daily operations
- Answer and direct incoming phone calls
- Provide a highly hosted experience for all guests and internal team members
- Review and execute tasks for each client lead
- Complete Client and Employee Onboarding processes
- Providing support for office technology, managing office inventory, and maintaining a clean and comfortable office space. Orders new supplies as needed.
- Organizing the office, filing systems and records.
- Coordinating company events such as trainings, meetings, and celebrations
- Handling lead process from initial phone call to completion
- Handling and executing all HR- related tasks
- Performs the onboarding and offboarding of employees
- Strong knowledge + oversight of AR/AP functions

ADDITIONAL INFO:

- The salary range for this role is \$40,000 - \$70,000 depending on experience.
- This role is eligible for our benefits package, which includes a retirement plan, medical, dental & vision.

APPLY AT WILLOWGROVELANDSCAPE.COM/CAREERS



WILLOWGROVE
LANDSCAPE

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