

**GREEN ENVY, INC.**  
**OFFICE ADMINISTRATOR JOB DESCRIPTION**

**ABOUT US:**

Green Envy, Inc. is a Landscape Construction, Landscape Maintenance and Retail Nursery business located in North Lake Tahoe. We are currently accepting applications and resumes to fulfill full time, seasonal employment in a positive and fun working environment, beginning as early as today!

**THE POSITION:**

**Office Administrator** | Manage the Green Envy, Inc. office in an orderly and efficient manner; serve as an integral point of contact between customers and the business, as well as between employees and the office; assist in invoicing, manage customer database, facilitate reconciliation of accounts, run bi-weekly payroll and facilitate occasional scheduling.

**KNOWLEDGE + EXPERIENCE:**

- Experience with QuickBooks, Microsoft Word, Microsoft Excel, Google Drive, and Apple Products is preferred, however, training could be offered to the right candidate
- Must have excellent written and verbal communication skills
- Must be able to deal effectively with customers and employees
- Ability to speak Spanish is a plus but not required

**DUTIES INCLUDE:**

**Communication/Office Administration**

- Manage office communication: handle all phone calls that come into the office, relay phone messages, read/respond to emails, and communicate with crew members in the field
- File all documents such as: employee information, receipts, billed foreman logs, maintenance contracts, etc.
- Office supplies: ensure office is stocked with all needed materials and purchase additional supplies when needed

**Customer Accounts & Client Services**

- Assist in invoicing customers during scheduled billing cycles
- Perform accounts receivable assessments to determine outstanding account balances and follow up with clients who have past due balances
- Help to track all upcoming and current jobs in order to ensure receipt of foreman logs and all necessary billing information once job has been completed
- Maintain client spreadsheets – ensure all clients who desire services are accounted for and special requests or instructions are noted
- Keep annual service contracts up to date and facilitate renewal of contracts each fall for the following season

**Marketing**

- Assist in managing Social Media accounts (Facebook, Instagram and Google Plus) – keep weekly photos and posts rolling, interact with online acquaintances, and push to increase a positive and beneficial online presence

In addition to the job description detailed above, an overall enthusiasm to assist with various other tasks to help the business run smoothly and successfully is highly encouraged.

**DETAILS + COMPENSATION:**

This is a seasonal, but full-time position, from March through November. This position earns a compensation of \$35/hr +, based on experience, with potential to advance into a more profitable, year-round salaried position for the right candidate. We are seeking a qualified Office Administrator to begin work and get up to speed as soon as possible!

**APPLY TODAY!**

If you are interested in applying, please email your resume: [office@greenenvyinc.com](mailto:office@greenenvyinc.com) and/or call our office (530.581.2604) to schedule an interview.