



## Tree Trust – Job Description

**Title:** Administrative Assistant and Lawn Maintenance Assistant

**Reports To:** General Manager

**Classification:** Regular, Full-time, Non-Exempt

**Job Purpose:** An excellent administrative assistant is key to the success of our thriving business. You will be professionally challenged by performing a wide range of administrative activities for managers in our Landscape Services department. We are looking for an individual with initiative and creativity to develop and grow this position. This position is also responsible for assisting the Lawn Maintenance Division in daily operations, including commercial and residential property maintenance, quality control, and safety.

### Essential Functions

#### **General Administrative Duties:**

1. Provide excellent customer service answering and routing phone calls, acting as the initial point of contact, responding to and forwarding emails, and diplomatically managing public inquiries.
2. Carry out general clerical functions including communication documentation, distributing mail, coordinating bulk mailings, and filing paperwork
3. Manage office space and equipment. This includes office organization, light cleaning duties, and ordering supplies
4. Schedule employee attendance for continuing education workshops and certification testing
5. Document work flow for a variety of tasks using process mapping
6. Other duties as assigned

#### **Data Entry Duties:**

1. Review staff data entries for timekeeping and equipment use to ensure accuracy
2. Update materials, vendors, subcontractor, and equipment data in estimating and timesheet software
3. Run data reports from estimating and timesheet software
4. Track personnel information including professional development goals and PPE (personal protective equipment) allocations

#### **Independent Field Work**

1. Daily preparation of trucks, equipment, and inventory
  - a. Report on time to prepare and review the work schedule with the Lawn Care Maintenance Supervisor.
  - b. Check oil, fluids, tire pressure, proper trailer connections and lights to ensure they are in working order.
  - c. Perform routine maintenance on equipment before and during operation as necessary.
  - d. Load all tools, gasoline, and other necessary equipment/materials. Make sure all equipment is secured safely.
2. Follow instructions from supervisor to accurately perform and manage various tasks, including planting annuals, bed maintenance, shrub pruning, and auditing maintenance properties for quality control.
3. Perform daily duties.
  - a. Accurately record hours worked in Landscape Management Network (LMN) system. Complete all job site reports and inventory all materials used on the job.
  - b. Review and prepare for the next day's job.
  - c. Unload/load equipment & material, clean out truck/trailer by removing trash, debris, etc.
  - d. Wash all dirty equipment (including mower decks) and return to storage location. Report any damaged or broken equipment to the Lawn Maintenance Supervisor.

4. Strictly adhere to Tree Trust's safety policies and procedures.
5. Other duties as assigned.

**Qualifications Required:**

1. High School Diploma required
2. Ability to lift 30 lbs. and sit or stand for long periods of time.
3. The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
4. Ability to pass a background check
5. Must possess four core values: Accountability, Humility, Integrity, & Professionalism

**Skills Required**

1. Excellent organizational skills and the ability to manage multiple projects
2. Strong verbal communication skills with customers, clients, and staff
3. Ability to prioritize tasks while being thorough and detail-oriented
4. Ability to take work direction from multiple managers
5. Advanced knowledge of Microsoft Office software

**Preferred Qualifications and Skills**

1. One year of administrative support experience
2. Knowledge of and experience with mail merges and bulk mailings preferred
3. Proficiency with Microsoft Access database software preferred

**In order to be considered for this position, you must fill out the online application at <https://www.surveymonkey.com/r/LSApp2018>.**

**Tree Trust is an Equal Opportunity Employer.**