

## **JOB ADVERTISEMENT**

Executive Administrative Assistant –  
Landscape Design and Construction

One of the most prestigious landscaping firms in the Northwest is looking for a person who appreciates the artistry and wonder of the natural world. This is an opportunity to play a central role on a team that cares about every detail and is focused on bringing joyful outdoor spaces to the families and clients who are so important to us.

You'll need to have a broad range of talents and experiences – from construction to communications – and enjoy contributing to the creation of lasting landscapes and magnificent spaces that will contain and sustain real lives.

Submit your resume to [employment@landscapebyanderson.com](mailto:employment@landscapebyanderson.com) or Attn: Mrs. Howell, Anderson Landscaping, 1250 N Wenatchee Ave H130, Wenatchee, WA 98801

# **JOB DESCRIPTION**

Job Title: Executive Administrative Assistant

Reports to: General Manager

Salary Range: Competitive, DOE

Last Revision Date: May 7, 2017

Job Type: Full-time (more hours in peak season and fewer hours in off-season)

Job Location: Wenatchee, WA (headquarters will move to Entiat, WA, in 1st quarter of 2018)

## **SUMMARY**

We are seeking an Executive Administrative Assistant for our team at Anderson Landscaping, a landscape design and construction company.

As the face of the company in the front office and on the phones, this position is of vital importance to our company. A professional, mature, friendly and helpful disposition with clients is a top priority.

This employee will support the Owner, General Manager and other staff as assigned by the General Manager.

Qualified candidates will possess a background in the construction and related industries and have a familiarity with construction contracts and terminology along with experience tracking, scheduling, filing and providing seamless communication with clients on projects.

We are looking for someone who is self-driven, meticulous and organized, with strong written communication and interpersonal skills, the ability to step up when the team needs you. The job requires a candidate with a passion for continuous learning and improvement, who is detailed oriented, an excellent multi-tasker and problem solver.

Duties will range from assisting with projects, coordinating the entire pre-contract system, processing inventory and other support functions and clerical duties as assigned.

## **PRIMARY RESPONSIBILITIES**

1. First contact with clients on the phone and in person.
2. Support executive team on the phone, with assigned projects in-house and in the field as needed (some travel to projects required). Detailed concise and accurate note taking will be important so you can draft responses on your own for the executive team to scan and approve.
3. Coordinate and manage pre-contract project communications, computerized and printed client filing system. Manage client follow-up procedures.

4. Coordinate/schedule meetings, calls and travel accommodations as needed for executive team.
5. Receive and manage inventory and verify stock.
6. Create and manage project completion procedures with clients.
7. Maintain support and communications with the owner throughout the day, coordinating scheduling, highlighting project priorities and due dates. Ensure the owner's office is orderly and systems are in place that support the limited time the executive team has in the office and provide clerical support as needed.
8. Manage office supplies, Internet service, phones, basic service of vehicles and office keys.
9. Other duties as assigned.

## **KNOWLEDGE AND SKILL REQUIREMENTS**

Excellent written skills with the ability to type 50 wpm and basic arithmetic skills required. A high school diploma or equivalent, college preferred.

Two years or more in a construction environment or equivalent and clerical experience.

Applicant must be proficient in MS Office applications.

## **WORKING CONDITIONS**

Working conditions are normal for an office environment.