

2-17-20 Office Manager, TreeCareLA, El Segundo, 3-17-20 deadline

Job Title

Office Manager

Agency

TreeCareLA

Location

El Segundo

Pay Rate

Full time. \$24-\$26 per hour, based on experience

Responsibilities

TreeCareLA is a growing Los Angeles-based tree care company providing a range of services to homeowners. We are known for our high quality services in tree care and arborist consultation. As an 11-member team, we currently have 2 office staff, 2 sales staff, and 7 tree care crew. For more information about TreeCareLA, visit www.treecarela.com and Instagram @treecarela.

The Office Manager provides a range of services in partnership with the 2 company owners and Client Manager, including:

- Respond to phone and email inquiries from potential clients.
- Schedule arborist appointments.
- Arrange appointments and job dates with existing clients, via phone, e-mail, and text.
- Enter and manage information in company database, including client data, scheduling, estimates, and invoices.
- Basic financial reporting and duties, such as monthly expense allocations and payroll.
- Research and secure city permitting for tree work and other business operations.
- Administrative support to lead arborist to manage e-mail/phone/text communication, scheduling, and tasks.
- Coordination with crew members via weekly meetings, phone, and text.
- Strategic support to owners to improve company efficiency and reach company goals.

Required Knowledge, Skills and Abilities

- Bachelor's degree or equivalent work experience in a service-based industry.
- Minimum 5 years office experience required. This is a small office setting. We do not want to micro-manage.
- Strong customer service experience required.
- Ability to interact with a variety of people with courtesy, patience, and professionalism.
- Professional writing skills for e-mails, client proposals, and other written material.
- Basic math and bookkeeping knowledge.
- Willingness to be on the phone and in front of a computer for most of the day.
- Ability to sit or stand for extended periods of time.
- Ability to multitask and still have strong attention to detail.
- Professionalism and discretion with private information.
- Willingness to learn basic arboriculture concepts.

- Punctual and professional appearance.
- Attire is office casual.
- Must be experienced with Mac computer programs, data entry, Internet research, and smart phones.
- Interest in helping the company stay organized and a fun place to be!

Desired Knowledge, Skills and Abilities

- Understanding of tree care principles is a plus.

We offer the following benefits as part of this position:

- Medical benefits
- 401k retirement (to be launched in 2020)
- 3 paid sick days per year
- 7 holidays off each year, 2 of which are paid
- Flexible time off, assuming advanced notice is given
- Annual merit bonus at year end
- Opportunities for growth for those interested in advancing within the company

Application Mode

- This position is available now.
- Qualified candidates are encouraged to apply immediately.
- Interested candidates should submit these materials via email to jobs@treecarela.com
 - A cover letter that includes why you are interested in the position.
 - Resume that includes complete job history, employment dates, and education.

Application Deadline

3/17/20

Contact for further information

jobs@treecarela.com