



## **Assistant Office Manager**

### **Summary:**

We have an exciting opportunity for a self-starter who is passionate about supporting a dynamic and growing company. As the Assistant Office Manager you will be responsible for assisting the Office Manager in the overall supervision of the employees in this office and daily operations. Your role will be to provide superior customer service and support to the customers and employees. The position also involves being efficient and able to multi-task in a changing and at times, fast-paced, environment. As well as being resourceful, a good problem solver, and has ideas to create efficiencies to improve office performance.

### **Job Duties (include but not limited to):**

- Communicate properly with all employees to ensure positive and clear understanding of company goals and direction.
- Assist Office Manager in supervising team to include setting schedules, approving time off, conducting coaching meetings, and providing observations and feedback regarding employee's implementation.
- Operates as Office Manager in their absence and oversees all operations of the Office.
- Assist with implementing the coaching training for office staff and processes and provide additional training and support on products and services.
- Responsible for assisting Office Manager in meeting monthly goals. This includes making outside business calls with potential commercial account prospects.
- Assist Office Manager with positively promoting teamwork among staff and internal members and departments.
- Maintain knowledge of all products and services
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Multiple tasks requiring prioritization of work

### **Requirements:**

Must possess 3-5 years of progressive supervisory or leadership experience

- Must possess education equivalent to a four-year high school education or a combination of education and experience.
- Additional College courses and Bachelor's degree a plus!
- Must possess minimum of 2-3 years of similar or related experience with sales and demonstrate an ability to teach others.
- Must exhibit a highly positive, customer service skills, oriented attitude and the ability to anticipate customer needs and initiate assistance beyond duties assigned.
- Must have an ability to diffuse employee conflict and offer solutions based for both members and staff.
- Must demonstrate attention to detail.
- Must demonstrate the ability to grow and deepen employee & customer relationships and teach office staff the same skills.
- Must be able to work flexible hours in order to accomplish company goals.

- Ability to calculate figures and amounts such as discounts and percentages.
- Communicating via telephone and in person on a frequent basis.
- Viewing a computer terminal for an extended period while producing documents and conducting research.
- Listening proactively and responding appropriately
- Good computer skills
- Must be available to work a flexible schedule Monday – Friday with 1-2 Saturdays per month not exceeding 40 hours per week.

To the right candidate, we will provide hourly wage (\$16.00+--\$20.00) depending on experience. We offer numerous incentives and ways to earn commission and bonuses individually and as a team weekly and monthly.

We also provide Paid Time Off, Holiday Pay, 401K with company match contributions, we also offer an excellent Medical, Dental, Vision and Disability package and opportunities to advance within Custom Personalized Lawn Care. You will have an awesome work environment with the tools and support to assure the talents you possess will result in SUCCESS!