



Join Our Growing Team!

Office Support Specialist Needed to Fuel Our Continued Success!

About West County Landscaping:

West County Landscaping isn't just another property maintenance company. We're a passionate team of experts and horticulturalists dedicated to transforming landscapes and exceeding client expectations. We're experiencing consistent **15% year-over-year growth**, and we're looking for a motivated Office Support Specialist to join us on this exciting journey. We value hard work, positive vibes, and a collaborative environment where your voice matters. If you're seeking a fast-paced, rewarding career where you can directly contribute to our success, we want to hear from you!

Overview:

As our Office Support Specialist, you'll be the backbone of our operations, providing exceptional customer service, ensuring seamless communication, and managing crucial administrative tasks. You'll play a key role in our continued growth by efficiently handling accounts receivable, accounts payable, human resources, and social media marketing.

Job Title: Office Support Specialist

Responsibilities:

- **Customer Service:** Provide clear and concise communication, resolving complaints and addressing billing inquiries promptly.
- **Financial Management:** Process invoices, track payments, manage A/R and A/P, and maintain data integrity in QuickBooks.
- **Administrative Support:** Manage client payments, enter timesheets, prepare new hire documents, and handle employee birthday celebrations.
- **Marketing & Communication:** Create engaging social media content, respond to inquiries, and assist with marketing initiatives.
- **Office Operations:** Maintain a clean and organized office, manage supplies, and handle general administrative duties.
- **Human Resources:** Assist with the administration of health and dental programs, support payroll processing and related tasks, assist in the coordination of employee training programs and maintain accurate employee documentation.

Skills Needed:

- Excellent verbal and written communication skills.
- Strong problem-solving and analytical abilities.
- Proficiency in invoice processing and financial data management.
- Ability to prioritize tasks, manage deadlines, and work independently.
- High level of accuracy and attention to detail.
- Understanding of accounting principles related to accounts receivable.
- Experience with QuickBooks, Microsoft Office, and CRM programs (preferred).

Required Qualifications:

- High School Diploma or higher.
- Ability to pass criminal background and drug screenings.

Company Culture and Benefits:

We offer a casual, relaxed office environment where hard work and efficiency are valued. You'll also enjoy:

- Competitive paid time off.
- Comprehensive health, dental, and retirement benefits.
- Performance-based incentives.
- Flexible work hours.
- Opportunities for professional development.
- Fun team-building activities.

Compensation:

This is a full-time position, 30 to 40 hours per week, starting at \$20 per hour based on experience.

Reports to: Office Manager

EOE Statement:

West County Landscaping is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Call to Action:

Ready to contribute to our 15% annual growth? Apply today on our website by clicking the “Apply Now” button or by submitting your resume and cover letter to hr@westcountylandscaping.com. We'll be in touch within 3 business days to schedule a phone screening. Apply before March 15, 2025, to be considered for this exciting opportunity!

For more information, visit westcountylandscaping.com or call 314-494-8863.