

Southern Exposure Landscape Management, Inc.

Position Description

Date: 9-15-11

Job Title: Office Manager

Employment Status:

Incumbent:

Regular

Temporary

Full-time

Department: Office & Sales

Part-time

Intern

Supervisor's Name/Title: Pete Bryant/President

Reg. hours worked: 40-60/wk

Saturdays 8 am – 1 pm (seasonally)

Exempt Non-exempt

The overall purpose and objective of this position

To organize and better manage the maintenance and landscape division of Southern Exposure.

1.	Reconciliation: Quickbooks (Receiving payments, invoicing, finance charges, bank deposits, etc.)	25	%
2.	Contact customers: Either by phone or in person discuss the quality of their services rendered, extra services that they may want to take advantage of, or issues/problems they may be experiencing currently. <i>Evaluating satisfaction surveys. Keeping up with plant, turf, lighting, etc. warranties.</i>	25	%
3.			%
4.	Software Integration, Scheduling, & Job Costing: <i>Responsible for scheduling and time management of the crews. Imputing job hours, materials, fuel into database for labor burden.</i>	15	%
5.	Organization: Responsible for organizing all files, office, including accounting information to be sent to accountant on monthly basis. Take initiative with position and offer new ideas of how to streamline/organize operations.	20	%
6.	Keep accurate hours for all employees	5	%
7.	Interacting with clients interested in services. At office: showing customers patios, walls, plants, lighting, etc. Being familiar with what we offer and pricing.	10	
	Total:	100	%

Check any of the following factors that are important to successful performance in this position:

Problem Solving	✓	Bilingual	✓
Hard Work Ethic	✓	Eye For Quality	✓
Communication Skills	✓	Honesty & Trustworthiness	✓
Computer Skills	✓	Willingness to Learn	✓

• Labor Control

1. Regularly evaluate and adjust time budgets on each account.
2. Evaluate labor daily through previous time budgets.
3. Maintain timely labor visibility through time cards, budget actuals, job reports, and cost analysis.

• Expense Controls- Maintain all supply and equipment costs within guidelines established by your Supervisor.

• Increase Revenue- Inform your Supervisor of additional work that may require special billing, ask customer if there might be some other jobs that might interest them or would like a quote on (ex. Landscape Lighting, Irrigation, Stone work: rock walls, patios, Grading, Sodding, Tree/Plant Installation, Tree/Stump Removal, etc.)

GENERAL DESCRIPTION

This job combines the duties of an administrative assistant and sales. As we move into our new facility, this portion will become more involved as people come to us the see what we can offer them.

MINIMUM REQUIREMENTS

- Quickbooks experience and understanding.
- Personable with customers and employees.
- Honest & Trustworthy.

I have reviewed and determined that this job description accurately reflects the position and want to accept.

Employee Signature

Date

Supervisor Signature

Date

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Posting #

EEO Job Group

Posting Date ____/____/____

