



JOB DESCRIPTION

ADMINISTRATION ASSISTANT

The Administrations Assistant will be responsible to perform organizational support functions of Binkley Horticulture. The Administration Assistant is highly organized and proficient in aspects of the organization. The Administration Assistant reports to directly to the Chief Horticulturalist of Binkley Horticulture. The Administrations Assistant works directly with the Client Relations Manager and Financial Controller to ensure these functions supported in administration of horticultural services.

Job Responsibilities

- Client scheduling and communications.
- Assist with client contracts.
- File management of both electronic and paper communication.
- Management of office supplies, hardware, and technology support.
- Assist in property management of utilities and site maintenance.
- Assist in organization marketing efforts.
- Assist with human resources associated with employee onboarding and transition.
- Assist with ordering and distribution of company uniforms.
- Assist with invoicing and collection for accounts receivable.
- Assist with processing and payment for accounts payable.
- Reconciliation operational of accounts (Debit and Credit accounts).
- Assist with tracking vehicle and machine maintenance.

Essential Functions

- Ensure quality control and adherence to company standards.
- Maintain positive client and vendor relationships.
- Provide clear communication and collaboration with internal teams (Chief Horticulturalist, Client Relations Manager, , etc.).