

# OFFICE ADMINISTRATOR JOB DESCRIPTION

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## ABOUT ECO TREE CARE

Eco Tree Care is dedicated to providing personalized, professional tree care and consulting services from Kingston to Ottawa and Belleville to Cornwall. Our team is committed to environmentally sensitive and safe practices. We are recognized regionally by our clients and other arboricultural professionals for our extensive knowledge, experience, education, trusted advice, and high standards of workmanship in all our projects – in the field and in the office.

## MAJOR RESPONSIBILITIES

With a passion for environmental protection and preservation, the successful incumbent will be responsible for contributing their skills, education, and experience in assistance to the management personnel of Eco Tree Care. The primary responsibilities of the Office Administrator will be to:

- Maintain all bookkeeping operations using best practices.
  - i. Accounts Receivable
  - ii. Accounts Payable
  - iii. Payroll
  - iv. Purchase Orders
  - v. Chart of Accounts for each division of operations
  - vi. Budgeting
    - a. Developed specially for each management division
- File and track information and documents pertaining to company assets and operations.
  - vii. Organization and appropriate filing systems
  - viii. Backing up computers and software
  - ix. Employees records
    - a. Training records & renewals
    - b. Contracts, start dates, ROEs, conflict & issues
    - c. Allergies, concerns and emergency contact info
- Assist management staff with tasks as assigned, including:
  - x. Preparing, packaging, shipping of materials
  - xi. Ensuring timely and detailed communication among employees and stakeholders.
  - xii. Taking meeting minutes and booking appointments
  - xiii. Coordinating virtual communications among employees and stakeholders

- xiv. Performing literature reviews, finding information, and sourcing resources as requested
- xv. Working with outdoor equipment and natural materials when required (wood, compost, soil, trees, water)
- Contribute enthusiasm, creativity, solutions, and ideas to grow the company and meet client needs.
  - xvi. Digital Marketing
    - a. Facebook, Instagram and Twitter
    - b. Blog & website content
- Maintain office functionality (ensuring stocked supplies, cleanliness, equipment, phone lines, internet, etc.)
- Perform receptionist duties, including:
  - xvii. Greeting and welcoming clients
  - xviii. Answering phone calls and emails
- Perform other duties as may arise from time to time and as may be assigned to the employee.

## REQUIRED SKILLS AND ABILITIES

The successful incumbent is absolutely required to have:

- proven experience with bookkeeping (Quickbooks Online) and office operations, equipment, and procedures
- proven passion for environment and/or trees and/or the outdoors, and experience working on environmental projects
- excellent attention to detail and organizational skills
- excellent knowledge of Microsoft Office applications including Word, PowerPoint and Excel
- ability to use and learn new software/online applications as required
- willingness to work outdoors when required
- ability to troubleshoot and solve problems as they arise
- ability to attend meetings/workshops and provide very detailed feedback to the management team
- excellent social and communication skills to communicate with clients, potential clients, suppliers, and colleagues
- experience with Jobber and ArcGis will be considered a very strong asset

## EXPERIENCE AND KEY QUALIFICATIONS

- At least 5 years of experience in office management-related roles and/or project coordination and/or environmental services/programming
- Possess a valid driver's license

## EDUCATION AND CERTIFICATION REQUIREMENTS

- Bachelor's Degree or Diploma in Business, Marketing, or a related field
- Bookkeeping or Accounting Certificate

## APPLICATION INSTRUCTIONS

To apply for the position of Office Assistant with Eco Tree Care, please email your resume and a cover letter to John Madden, General Manager of Eco Tree Care, at [john@ecotreecare.ca](mailto:john@ecotreecare.ca).