

Administrative & Operations Associate

Seasonal, Part-time

***Opportunity for full-time employment based on performance and business needs.*

Role Focus: Provide administrative, documentation, and operational support across the nursery and landscaping departments, helping ensure accurate tracking, billing, and smooth internal coordination.

Key Responsibilities:

Administrative Support:

- Answer phones, route calls, and manage general inquiries
- Assist with scheduling, filing, documentation, and internal communication
- Support daily office organization and task follow-through
- Serve as a professional point of contact for customers, vendors, and staff

Operations & Inventory Support:

- Assist with P.O.'s data entry, inventory updates, and pricing support
 - EPICOR POS a plus, but not required
- Help coordinate vendor deliveries and truck receiving
- Assist with labeling and organization of inventory

Landscaping Administrative Support:

- Assist in preparing landscape estimates using designer notes, material pricing, and labor information
- Track landscape jobs from estimate through completion
- Support accurate invoicing and documentation
- Follow up with customers regarding invoices and past-due balances
- Maintain organized records for landscape projects and collections

Retail Support (As Needed):

- Assist with retail floor coverage or checkout during busy periods or staffing gaps
- Retail support is secondary to administrative and operational responsibilities

Customer Focus Clarification:

- Primary focus: Customers with larger or more complex needs, including landscape inquiries, estimates, billing questions, scheduling, and follow-up.
- While this role may assist retail customers as needed, it is not primarily responsible for routine cash-and-carry transactions, which remain the responsibility of the Retail Associate.

Skills & Qualifications:

- Strong organizational and time-management skills
- Clear, professional communication (phone, email, in-person)
- Comfort with learning computer systems and office software
- Ability to manage multiple tasks with guidance and follow-through
- Reliable, detail-oriented, and adaptable

Availability Requirements:

- **Availability 2–3 days per week, including regular weekend availability (required)**
- **Schedule may vary based on office, retail, and seasonal needs**

Apply in-person or contact us!

Schmittel's Nursery

13801 Marine Avenue

Maryland Heights, MO 63043

You can email your resume and interest to:

info@schmittelsnursery.com

P: (314) 469-8900

*Schmittel's Nursery is an **equal opportunity employer** and welcomes applicants of all backgrounds.*