

## **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**

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Maryland Heights, MO 63043

*You can email your resume and interest to:*

[info@schmittelnursery.com](mailto:info@schmittelnursery.com)

P: (314) 469-8900

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