



4507 County Road 50, Loretto ON L0G 1L0

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WE'RE HIRING Office Administrator

Company Description:

Hybrid Landscape Management is an all-season landscape company that services areas in and around New Tecumseth, Adjala, King City, Barrie, Collingwood, and the Blue Mountains. We work with both commercial and residential properties. Our services range from: Turf Maintenance, Garden Maintenance, Landscape Construction, and Snow & Ice Management.

Hybrid Landscape Management is growing a strong and professional operation and we are expecting to expand our team and services in the coming years. We provide competitive wages, benefit packages, and growth opportunities for those who wish to advance within the company. We take pride in our quality of work and are moving forward with a "people first" mentality; planning to build a team of hard-working, innovative, and passionate individuals.

Job Description:

Hybrid Landscape Management is hiring a full-time Office Administrator. This job entails regular administrative duties such as: monitoring emails and phone calls, filing paperwork, and purchasing supplies upon request. The Office Administrator will also hold basic accounting responsibilities. These include, but are not limited to: drafting estimate templates, sending out monthly invoices, and receiving payments. Lastly, the Office Administrator will be a key figure in the growth of Hybrid Landscape Management. This position works closely with the General Manager and will attend meetings as requested to assist and provide input on the structured growth of Hybrid.

Our ideal candidate for this position is someone who is passionate about landscaping, is an innovative thinker who is adaptable to change, and is a hard-worker who has excellent organizational capabilities.

Requirements:

- Experience in an Administrative position (preferred).
- Experience and knowledge in basic landscaping (preferred).
- Knowledge and understanding of common landscape and administrative applications/software (e.g. Microsoft Office, Hostgator, and/or LMN)
- Valid Class G Drivers License.
- Must be able to work from our office, located at 4507 Simcoe County Road 50, Loretto (west of Alliston, three minutes south of Highway 89)

Qualifications:

- Strong written and verbal communication skills.
- Self-starter with the ability to work independently.
- Demonstrates strong personal initiative, independent judgment, professionalism, and a desire for continuous improvement.
- Organized, meticulous, and the ability to manage competing priorities under tight deadlines.
- Ability to safeguard highly confidential information and to perform with a high level of discretion, professionalism, and integrity.

Extra Information:

- *Start Date:* Monday, November 28, 2022 at 7:00am
- *Paid Training Dates:* Flexible/Part-Time between November 7 - November 25, 2022.
- *Regular Working Hours:*
 - Winter Season: November - April 7:00am - 3:30pm
 - Summer Season: May - October 8:00am - 4:30pm
- *Wage:* \$18.00 - \$25.00 per hour (dependant on experience)
- *Compensation:* Paid Stat-Holidays, Vacation Pay, Benefits (offered after completion of probationary period), & (optional) Employee Appreciation Events | Ability to grow within the company and experience a variety of different roles!

Please send your resume & cover letter to info@hybridlandscape.com!

In your cover letter please mention what areas of landscaping you are passionate about, your previous experience in any relevant field, and showcase a forward-thinking mindset. Please note that the cover letter does not have to be formal, we just ask it to include the above mentioned. Thank you!