



Chicago Branch Administrator

Overview

The Branch Administrator (BA) supports the branch manager, operations leaders, and account executives in the areas of administration, compliance, and controls. The BA's goal is to make Moore simple and easy to work with and to maximize time in the field and/or time with customers for operations and sales, so that Moore Landscapes can deliver an outstanding customer experience and quality to its Chicago customers.

The successful candidate will have qualities of diligence, attention to detail, ability to prioritize competing tasks, and great communication skills.

Qualifications

- Proficient user of Windows, Microsoft Office, and web-based business software.
- Two or more years' experience in an administration or customer service role.
- Experience with landscaping management software such as BOSS or Aspire is a huge plus.
- Written and/or spoken Spanish helpful but not required.
- Green industry experience or horticultural knowledge helpful but not required.

Responsibilities

The BA is responsible for making sure that data flows correctly between sales, operations, and finance; implementing financial controls; and the overall smooth functioning of the branch.

Representative tasks may include assembling job instructions, auditing time entry, reconciling vendor statements, contacting customers for collection of accounts receivable, and onboarding new employees.

Company Description

Founded in 1948, Moore Landscapes is a growing, award-winning, commercial landscape company providing maintenance, enhancements, design, construction, interior, and snow management services.

Benefits

- Competitive pay scale
- Group health, dental, vision, and life Insurance (after 90 days)
- 401(k) plan
- Paid vacation

Office location

This position is located at Moore's downtown branch office at 850 West Pershing, Chicago, IL.

To apply, please visit our website:

<https://www.moorelandscapes.com/join-our-team.php>

Resumes may be sent to rshockley@moorelandscapes.com