

Job Title :	Landscape Administrator	Job Category :	Administrator
Department/Group :	Administration	Job Code/ Req# :	
Location :	Hybrid	Travel Required :	Some Travel Required
Level/Salary Range :	Entry	Position Type :	Intern to Hire
HR Contact :	Human Resources	Date Posted :	
Will Train Applicant(s) :	Will Train Applicant	Posting Expires :	
External Posting URL :	www.vacetime.com		
Internal Posting URL :			

Applications Accepted By:

EMAIL: Admin@vacetime.com Subject Line : Employment	Company Name : VaceTime
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Job Description
<p>ROLE AND RESPONSIBILITIES</p> <p>As a Landscape Administrator at VaceTime, you will play a crucial role in supporting our landscaping operations and ensuring the efficient coordination of projects. You will work closely with the management team, field staff, and clients to facilitate the smooth execution of landscape projects.</p> <p>Project Documentation:</p> <ul style="list-style-type: none"> • Maintain organized project files and documentation, including contracts, permits, plans, and specifications. • Track project progress, expenses, and budgets. <p>Client Communication:</p> <ul style="list-style-type: none"> • Serve as a primary point of contact for clients, addressing inquiries, scheduling meetings, and providing project updates. • Ensure high levels of customer satisfaction through clear and responsive communication. <p>Scheduling and Coordination:</p> <ul style="list-style-type: none"> • Coordinate scheduling of landscaping crews, equipment, and materials to ensure timely project completion. • Collaborate with project managers to allocate resources efficiently. <p>Permitting and Regulatory Compliance:</p> <ul style="list-style-type: none"> • Assist in obtaining necessary permits and approvals for landscape projects. • Ensure compliance with local, state, and federal regulations. <p>Billing and Invoicing:</p> <ul style="list-style-type: none"> • Prepare and submit accurate invoices to clients based on project milestones and completed work. • Track payments and follow up on outstanding accounts receivable. <p>Vendor and Supplier Management:</p> <ul style="list-style-type: none"> • Liaise with vendors and suppliers to procure materials, plants, and equipment. • Maintain relationships with suppliers to ensure timely deliveries and favorable terms. <p>Team Support:</p> <ul style="list-style-type: none"> • Provide administrative support to project managers and field staff, including scheduling, document preparation, and data entry. • Assist with recruitment and onboarding of new team members when necessary.

Inventory Management:

- Maintain inventory records for materials and equipment, ensuring adequate stock levels.
- Reorder supplies as needed to prevent project delays.

QUALIFICATIONS AND EDUCATION REQUIREMENTS / PREFERRED

- Bachelor's degree in Business Administration, Landscape Management, or a related field preferred.
- Previous experience in administrative roles, preferably in the landscaping or construction industry.
- Proficiency in project management software, Microsoft Office Suite, and other relevant tools.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Knowledge of landscaping terminology and practices is a plus.
- Valid driver's license may be required.

Reviewed By :	Name	Date :	Date
Approved By :	Name	Date :	Date
Last Updated By :	Name	Date/Time :	Date/Time