

HINSDALE NURSERIES: ADMINISTRATIVE ASSISTANT

Our nursery was founded over 150 years ago as Littleford Nurseries. The same family who acquired it in 1936 has owned and operated it under the name Hinsdale Nurseries since. Willowbrook has been home to the main office for the last 90 years, the original farm was relocated to Yorkville, Illinois, in 1977, and in 2006, the growing facility moved to Plano, Illinois. With tremendous gratitude, we continue to expand.

POSITION SUMMARY:

Hinsdale Nurseries is looking for a dynamic Administrative Assistant. You will perform a wide variety of specialized and administrative functions for the Maintenance and Landscape divisions. The person best qualified for this role will need to be highly organized, have strong attention to detail, and possess excellent communication skills.

JOB RESPONSIBILITIES:

- Answer telephone and pre-qualify/screen customers, direct callers to the appropriate departments or individuals
- Assist Landscape and Maintenance Customers in the yard with walkthroughs and tagging
- Coordinate, schedule, and confirm all appointments
- General administrative, office management, data entry, and billing duties as needed
- J.U.L.I.E.S
- Maintain office supply orders
- Order and organize material such as sod daily
- Provide over-the-phone guidance and suggestions for callers with plant questions, answer basic landscaping questions, and explain consultation fees to clients
- Supply new and updated email addresses to our marketing partner
- Tackle schedule board questions
- Update customer database, including input of new client information into the system

EDUCATION & EXPERIENCE:

- Bachelors Degree (Preferred)
- Three years of Administrative experience

Beneficial, but not mandatory to have:

- Three years of Supervisory or Office Management experience

SKILLS & ABILITIES:

- Ability to plan, execute with efficiency, and complete work projects independently and with colleagues
- Keyboard skills
- Strong oral and written communication skills
- Working knowledge of Microsoft Office, including Microsoft Excel and Word Applications
- Strong customer service skills: must be professional and courteous, even and especially during peak planting/landscape installation season
- Ability to perform job responsibilities with minimal direction
- Ability to prioritize and multi-task in a fast-paced environment
- Detail-oriented.
- Experience in the horticulture/landscape architecture industries (primary plant knowledge/care).