

Landscape Concepts Management, Inc.

Operations Administrator - Construction

Grayslake Branch

LCM has earned a reputation as the Midwest's premier landscape contractor. We have the LCM advantage; we are your single source for all landscaping needs. Our dedicated staff of certified experts ensures a proactive, responsive approach to servicing client needs and a strong commitment to quality. Our firm does more than maintain landscapes, we embrace the vision of our clients and exceed their expectations, providing long-term solutions that "create landscapes for life".

PRIMARY PURPOSE OF JOB:

Assist enhancement department heads, supervisors, and account managers in the administrative flow of LCM jobs, from start to finish. This includes supporting the flow of work, ensuring accuracy, timeliness, and completeness. This position will also ensure proper follow up within the organization, and with external providers as necessary, to clear all roadblocks toward getting LCM jobs processed and completed.

RESPONSIBILITIES will include but are not limited to:

- Update weekly schedules of water features, turf, seasonal color, tree and construction crews.
- Process the complete ticket lifecycle for Enhancement team; including Construction, Seasonal Color, Tree, PHC, Turf Care, and Irrigation departments
- Review jobs (Contracts/Work Orders) in the software system and assist various departments and Account Managers per their notes.
- Maintain and update the open run report with schedule dates-using the software and excel.
- Assist in gathering and preparing information for various projects and client requirements, including JULIE calls, and working with the purchasing department to ensure materials are procured and secured for the job.
- Snow responsibilities as defined
- Act as receptionist for Operations Building, including maintaining presentable Reception and Kitchen areas.

REQUIREMENTS:

- 4 – 5 years data entry experience.
- Landscape Construction Industry experience preferred
- Proficient in Microsoft Word and Excel; speed and accuracy while entering data.
- Excellent computer, communication and organizational skills.
- Ability to prioritize, meet deadlines and multi-task.
- Bilingual in English and Spanish required.

This job description does not list all the duties of the position.

Equal Opportunity Employer