



Position Available: Office Manager

About Devil Mountain Nursery

Devil Mountain Wholesale Nursery provides landscape professionals with access to more plant varieties than any other wholesale nursery in California. We pride ourselves in having a knowledgeable sales staff, quality plants, and extensive delivery capacity throughout the region.

We operate ten nurseries and growing grounds throughout California. Our buyers also travel to quality growers throughout the country – from small specialty growers to the largest in the nation – in search of the most exceptional plants for our professional customers. Visit us online at devilmountainnursery.com.

Position Summary

An Office Manager for Devil Mountain Wholesale Nursery is a versatile contributor. They provide Human Resource and Safety Administrative functions, assist their office with operational tasks, and may have corporate responsibilities in the areas of Payroll, Safety and Human Resources. Typically, Office Managers report to an onsite manager as well as corporate manager.

Primary Responsibilities:

- Acts as a human resources representative to help with new hire onboarding, employee terminations, completion of workers compensation paperwork, benefit enrollments, distribution of timecards for signature, assist with safety meetings, etc.
- Ownership of their site's timecards ensuring accuracy and timely completion for payroll processing
- Distribution and collection of various documents or policies to employee
- Report HR and performance issues, work with HR Director to get them addressed or resolved
- If bilingual assist in translating English documents into Spanish for company policies, memorandums, employee forms, and training documents
- Provide and track logo wear distributed to employees
- Check safety supplies and restock
- Order office and yard supplies as needed
- Assist with other HR and safety related tasks as needed
- Assists department managers with various administrative functions and projects as needed
- Depending on needs of each office, the Office Manager may have site operation responsibilities in sales support, inventory, or dispatch
- The Office Manager could also be responsible for various corporate functions that relate to payroll, HR, and safety. Tasks deemed a corporate function benefit the company as a whole, rather than just the site worked at.

Required Experience

- Office Experience of two years or more desired
- Ability to speak and write Spanish a strongly desired
- Proficient in Microsoft Word, Excel & Outlook
- Excellent written and verbal communication
- AA degree or higher preferred
- Background screening will need to be passed

Compensation

Commensurate with industry standards. Benefits include

- 401(k) with Employer Matching
- HMO and PPO Health Plans
- Dental and Vision Plans
- Vacation Plans
- Paid Holidays
- Sick Pay
- Tuition Reimbursement

To Apply

Send an application or resume and cover letter to employment@devilmountainnursery.com.