

Office Assistant Full-Time/Part-Time

Eastside Landscaping, South Euclid Ohio

Eastside Landscaping is a Landscape design/Build and Maintenance company; we are seeking a highly organized and proactive Office Assistant to join our dynamic team. The ideal candidate will be a self-starter with excellent communication and administrative skills, eager to contribute to a fast-paced office environment.

Key Responsibilities:

- Answer and direct phone calls, emails, and other correspondence
- Prepare and organize documents, presentations, and reports
- Perform general administrative duties, including filing, data entry, invoicing and handling mail
- Maintain a clean and organized office environment
- Handle any other duties as required to ensure the smooth operation of the office

Requirements:

- Previous office or administrative experience is a plus
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Skilled in bookkeeping and invoicing
- Strong organizational and multitasking skills
- Excellent written and verbal communication abilities
- Ability to work well independently and as part of a team
- A positive attitude and strong work ethic

Benefits:

- Competitive pay based on experience
- 401 K retirement plan
- Opportunity for growth and advancement within the company
- A supportive and collaborative work environment

Please submit your resume and a cover letter to office@eastside-landscaping.com or apply through our website at eastside-landscaping.com We look forward to hearing from you!