

**JOHN W. FIELD TREE SERVICE, INC.** seeks highly organized, administrative manager with some bookkeeping experience who can work in a fast paced environment. The role is diverse and candidates must be able to multi-task & work independently. This candidate will provide administrative support for senior management & offer professional customer service in both phone and written communications with clients. Role includes some new business development and marketing of customer promotions, and maintenance of website content on a quarterly basis. Role also includes management of some quarterly & annual regulatory compliance. Candidate will interface with company principal, customers, suppliers, and other agencies as necessary.

Responsibilities include, but may not be limited to:

**Administrative:**

- Personnel and payroll:
- Preparing bi-weekly payroll for payroll service
- Prepare all new hire information including background & license checks
- Interface with Third Party Administrator (TPA) for 401k compliance
- Maintain & update all personnel manuals and safety handbooks

**General Office:**

- Organizing office operations and procedures
- Answer company phone and web inquiries; forward all information to arborist for appointments or technical response
- Calendar & maintain business certifications and license renewals for timely compliance; schedule/arrange required training for certifications as needed (i.e. CTSP, CPR/FA, eHap etc.)
- Maintain calendar for all significant &/or recurring events as well as regular client followup
- Interface with insurance agents, bankers, MA DUA, or other.
- Maintain filing systems
- Must be able to write clear, concise customer or other business correspondence

**Bookkeeping and finance:**

- Generate estimates and invoices for services; bank deposits, bank reconciliations monthly
- Maintain A/P and vendor relationships; pay & file bills/payments on semi-monthly schedule

**Other:**

- Professional and interactive disposition
- Strong computer skills and MS Office proficiency
- 5+ years' administrative experience preferred
- Proven ability to take on a variety of different tasks without becoming overwhelmed

Job Type: Full-time

Salary: \$35,000.00 to \$45,000.00 /year

To apply please send cover letter, resume and references to: [info@fieldtreeservice.com](mailto:info@fieldtreeservice.com)