



Administrative Assistant

Company Description

Terry's Landscape is a rapidly growing, family-owned company located in Katy, Texas. Since 2011, we have provided commercial landscaping clients across Greater Houston with high-quality construction, maintenance, enhancement, and irrigation services. We offer exciting career paths in an enjoyable environment and describe our mindset as "Growing People, Growing Plants." Our mission is to enrich the lives of team members while providing exceptional service to our communities and having fun in the process.

Terry's Landscape offers:

- Outstanding team culture based on positivity, accountability, personal growth, and safety
- Hands-on job training and leadership development
- Excellent opportunities for advancement
- Fun team-building events
- Competitive pay and benefits

Job Description

The Administrative Assistant supports key functions in the company, including client management, project coordination & execution, invoicing, collections, human resources, and office administration. Specific responsibilities include:

- Entering contact information and project data in a client resource management system
- Assisting in the bidding and proposal process
- Ordering, tracking, and inspecting material deliveries
- Gathering various data required to perform detailed operational analysis
- Preparing client invoices
- Reviewing and approving time logs and expense reimbursement requests
- Contributing to the monthly account reconciliation and closing process

Essential Qualifications

- Strong verbal and written communication skills
- Personable nature and ability to build professional relationships
- Comfort working in a highly goal-oriented, team-based environment
- Excellent organizational ability and attention to detail
- High school diploma or equivalent
- Bilingual in English and Spanish
- At least 18 years of age with legal authorization to work in the U.S.

Desired Qualifications

- Minimum three years of Microsoft Office and/or Google Workspace experience
- Minimum three years of Quickbooks experience

THE INFORMATION CONTAINED HERE IS NOT INTENDED TO BE A THOROUGH LIST OF ALL RESPONSIBILITIES, DUTIES AND QUALIFICATIONS REQUIRED OF INDIVIDUALS PERFORMING THE JOB. THE QUALIFICATIONS DETAILED IN THIS JOB DESCRIPTION ARE NOT CONSIDERED THE MINIMUM REQUIREMENTS NECESSARY TO PERFORM THE JOB, BUT RATHER AS GUIDELINES. THEY MAY VARY FROM POSITION TO POSITION.