

Office Manager

Location: Camarillo, CA | **Employment Type:** Part-time (20 hrs/week)

Office Manager

About EZ Landscape Service

We're a family-run landscape company proudly serving Ventura County for over 40 years. As we continue to grow, we remain committed to maintaining a team-centered, hardworking culture supported by strong operational systems that set our employees up for success.

We are seeking an organized and proactive Office Manager to help implement and maintain the systems, processes, training programs, and quality control measures that will support our continued growth. In this role, you'll work closely with company leadership and our business advisor to maintain and create standard operating procedures (SOPs), develop staff capabilities, and support operational excellence while strengthening our company culture.

Key Responsibilities

Systems & Process Development

- Maintain and optimize SOPs for administration, sales, estimating, field operations, project management, invoicing, and HR
- Generate and send out quotes to potential clients

Training & Employee Development

- Design and deliver quarterly training sessions for employees.
- Develop comprehensive onboarding procedures for new employees
- Support employee review processes and retention strategies

Quality Control & Reporting

- Implement tracking systems for job progress, client satisfaction, and operational KPIs
- Provide regular reports to ownership on operational health and performance metrics

Culture & Team Engagement

- Support employee satisfaction initiatives and recognition programs

Qualifications

Required:

- 3+ years of experience in operations management, project management, or business administration
- Proven experience creating and implementing standard operating procedures
- Strong organizational and communication skills
- Familiarity with project management, scheduling, estimating, and Field Service Management software

Preferred:

- Experience in the construction or landscaping industry
- Experience working with Google Workspace, Quickbooks, Jobber, and/or Asana, or a task management software.
- Bilingual (English/Spanish)

Compensation & Benefits

Part time, 25 hours per week

Pay: \$20 - 25/ hour, commensurate with skills and experience

We offer paid sick leave, 8 paid holidays, competitive hourly pay, and performance bonuses.

How to Apply

Please email your cover letter and resume to info@ezlandscapeservice.com

We look forward to hearing from you!

Note: This position's benefits and policies are subject to change at the company's discretion.