



BUSINESS MANAGER (TRAINEE)

Location: Herndon, Virginia (Washington D.C. area)

Job Description: Looking for a very bright and ambitious person that wants to play an important role in our thriving residential landscaping company. The Business Manager is typically the first point of contact with potential clients. He/she is responsible for maintaining employee, client, and vendor files, as well as accurate record keeping and preparing/analyzing financial reports. Communication with the owner, design/sales staff, the production and maintenance teams, clients and vendors is key to keeping the business running smoothly.

Job Duties:

- Manage day to day operations of the office
- Screen leads to ensure design staff receive timely quality leads
- Accounts payable & receivable
- Job costing
- Payroll
- Manage human resources
- Create and update monthly financial reports & report directly to President

Job Requirements:

- Bachelor's degree in Agribusiness, Ag Econ, Finance, or Business
- Excellent analytical/problem solving, critical thinking, and organizational skills
- Proficiency in Microsoft Office especially Excel
- QuickBooks experience preferred, but not required
- Exceptional written and verbal communication skills, as well as exemplary interpersonal skills
- Leadership experience

Compensation:

Top pay and benefits, including health insurance and retirement

Hidden Lane Residential Landscapes is a great company to work for:

- Culture of teamwork and accountability
- We invest in current technology and equipment
- Great location in affluent area with solid economy
- Beautiful office and grounds
- Our clients love us!

Visit us at www.hiddenlane.com

Application: Email resume and application (download from our website) to Heather Menjivar at hmenjivar@hiddenlane.com or info@hiddenlane.com