

**Introduction:** Do you thrive in a small family- oriented environment? Do you want to work for the Omaha Chamber's small business of the year? If you answered yes, then your next career move is to Sun Valley Landscaping as the Production Assistant! At Sun Valley Landscaping, our team members are passionate, outdoor lovers, community leaders and come from diversified backgrounds. As a not-so-typical landscaping company, we offer a challenging, yet rewarding environment with high employee retention.

**Summary:** The Production Assistant (PA) is a highly-detailed individual who thrives in organization and managing tasks and priorities in an efficient way. The core objective of the PA is to assist production with administrative support, customer service, billing, scheduling and logistics while ensuring we are hitting gross profit goals. This will be accomplished by performing the following tasks:

**Objective & Responsibilities:**

- Update service schedules for 7-8 crews on a daily basis.
- Provide daily route sheets and make sure all paperwork is being filled out accurately.
- Verify previous day billing and job costing reports which will then be entered by you.
- Assist Office Manager with bookkeeping support.
- Track attendance and verify payroll hours on a daily basis.
- Analyze job costing reports to give feedback to supervisors for improvements.
- Proactive communication with clients as it relates to service schedules.
- Provide customer service relating to schedules, troubling shooting and client request.
- Partner with production staff to coordinate services and satisfy set expectations.
- Assist with coordination of purchasing, staging, delivery of materials.
- Participate in strategic planning and company initiatives.
- Take on projects as-needed throughout the year.
- Work with production staff to dispatch and bill snow removal operations.

**Accountability:**

- ✓ Optimized routing, scheduling and service coordination.
- ✓ Reporting, checklist and billing accuracy.
- ✓ Proactive client communication regarding services.
- ✓ Client satisfaction rates.
- ✓ Daily green sheets, schedules, production board, CRM, master lists, job packets



***Direct Reports & Relationships:***

- The Production Assistant will report directly to the GM on a daily basis.
- The PA will work closely with the sales team, Landscape Project Manager, Nursery and Supply Yard Managers.
- The PM will work with the Office Manager on daily billing, job costing and KPI reporting.

***Experience, Skills & Education:***

- 3+ years experience in landscape or green industry.
- 2+ years experience with scheduling, production and logistics is a must.
- Associates degree (preferably in business administration or Green Industry).
- Expert level computer skills - Office suite, CRM programs, GPS software & QuickBooks.
- Working knowledge of fleet equipment and trucks used in the industry.
- Valid driver's license and clean driving and criminal record.
- Bilingual in English and Spanish is a PLUS
- Excellent written and verbal communication skills.
- Ability to maintain a professional, positive and charismatic demeanor at all times.

***Success Factors:***

- Possess a genuine love for the outdoors and landscaping
- Highly detail oriented person driven by task accomplishment & organization
- Consistently behaved person with strong core values & integrity
- Requires minimal supervision and consistently delivers above-average results, success driven
- Ability to process an ever-increasing number of variables in an organized fashion
- The type of person that loves making a great excel sheet!
- Spatially intelligent, can navigate the most efficient travel routes without GPS
- Problem solver, patient individual who enjoys controlling chaos
- Takes enjoyment in serving and providing value to others, enjoys working with a team
- Enthusiastic, positive and passionate person
- Driven by a desire to accomplish company and personal goals
- Able to deal with uncertainty and changing working conditions on a daily basis (stress)
- Can handle criticism and accept responsibility for the actions of others
- Able to identify the most important priorities and act accordingly on a daily basis
- Ability to maintain a proficient, yet teachable attitude at all times
- Strives for constant improvement and enjoys working in environments of growth and change
- Punctual and reliable person that can be counted on





**Production Assistant**  
*Supports all aspects of production*

***Working Schedule:***

- Willing to work long hours as necessary to accomplish set goals
- Approximate work load per week based on past experience of successful assistants (spring – 60hrs, summer – 40-50hrs, fall 50-60hrs, winter 40hrs\*)
- Available for all winter snow events, ability to work odd hours overnight when needed\*
- This job is 100% in office.
- Must be comfortable with a highly seasonal job and enjoy the change of pace

***Compensation & Benefits:***

- Relaxed company culture (we work hard, but like to have fun!)
- Numerous company events with opportunities to involve your family
- Total compensation of \$35,000 – 45,000+ DOE
- 2+ weeks PTO (no vacation from March 15 – June 15)
- Paid holidays (total of 10)
- Yard & service discounts for immediate family
- Free Fertilizer+ Program after one year
- Simple IRA plan available after one year (3% match)
- Health and dental insurance available after 60 days
- Half price zoo memberships
- Health membership reimbursement
- Monthly company BBQ's
- Paid parental leave
- Paid bereavement leave
- Much more....



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