



Come Grow With Us!

Vande Hey Company, Inc. has been providing complete landscape solutions and quality service in Northeast Wisconsin since 1950. We are currently seeking an

Administrative Assistant

to join our dedicated team members who collaboratively contribute to creating outdoor spaces of lasting beauty for our customers!

Vande Hey Company, Inc., provides a supportive work environment that balances faith, family and work. We believe that our employees are our most important asset, and we are committed to providing opportunities to assist them in continually developing their talents. We seek candidates who take pride in their work, are driven to succeed, and are committed to working as a team.

OVERVIEW

The Administrative Assistant will work collaboratively with team members throughout Vande Hey Company, Inc., to support the Human Resources, Payroll/Accounting, Purchasing and other administrative functions. Their strong attention to detail, excellent organizational skills and ability to effectively manage multiple projects and tasks to support the continued growth of the company is exciting.

POSITION RESPONSIBILITIES include but are not limited to:

- **Human Resources**
 - Assist with recruitment/hiring process including onboarding and new hire benefits orientation; HRIS data entry including creating, maintaining and auditing employee files; workers' compensation and safety initiatives; benefits administration; training and development; compliance.
 - Other duties, as determined
- **Payroll/Accounting**
 - All functions associated with bi-weekly payroll
 - Assist with various accounts payable and accounts receivable functions including updating vendor certificates of insurance; verify credit card receipts; post reoccurring invoices; maintain records of fixed asset purchases; sales and use tax reporting assistance; mail customer statements, filing.
 - Other duties, as determined
- **Purchasing**
 - Assist with ordering, shipping, receiving and handling of materials; review and approve invoices for payment; review/analyze daily job lists; respond to general inquiries; assist division managers with special projects; ensure proper charging of materials to jobs; assist with inventory control; compile and maintain inventory reports; create and maintain electronic procurement records.
 - Other duties, as determined
- **General Administrative Support**
 - Coordinate employee uniform and company apparel program
 - Update/maintain Employee Friends and Family Program
 - Assist with various company events
 - Order office supplies, as needed
 - Other duties, as determined

MINIMUM REQUIREMENTS:

- Associate's Degree in Administrative Assistant or related program preferred, or a minimum of 3-5 years of administrative experience
- Excellent organizational, interpersonal, telephonic, verbal and written communication skills
- Strong time-management skills with the ability to manage multiple projects and tasks
- Must adapt well to change and thrive in a fast-paced, team-oriented environment
- Accuracy and strong attention to detail
- Strong analytical and organizational skills
- Highly organized, efficient and responsive to the demands of the position
- Desire and ability to build strong relationships with internal team members and with Vande Hey clients to ensure superior customer service
- A drive to exceed customer expectations
- Proficient in Microsoft Office and data entry programs

BENEFITS:

Vande Hey's offers a friendly work environment with a competitive wage and benefits package for eligible employees including:

- Health, Dental, & Vision Insurance
- Short Term Disability
- 401(k) Plan
- Paid vacation and holidays
- Continuing education
- Company discounts

Submit resume or apply in person:

Vande Hey Company, Inc.

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Appleton, WI 54913

www.vandeheys.com