



Production Assistant

Landscape Renovations is an established reputable design build/bid build company looking to add members to our team. We are looking for someone to assist in the daily operations of our landscape installation division. Duties will include, but are not limited to, dispatch, product ordering, inventory control, equipment and fleet maintenance.

This individual should have knowledge of the daily operations of a landscape installation company and be able to work independently, in a high paced environment.

Responsibilities (Not limited to the following):

Coordinate and dispatch daily deliveries, ensuring job site needs are met.

Work together with the Operations Manager to keep jobs on schedule and within budget.

Create purchase orders, order bulk material and plant material from vendors.

Enter, review and correct time entries in company timekeeping program.

Ensure that the company is in compliance with State and Federal Regulations.

Foresee and resolve potential problems.

Responsible for and willingness to enforce company's policy and procedures.

Maintain a safe and clean work environment.

Willingness to work overtime and Saturdays as required.

Maintain a professional attitude and appearance.

This is a seasonal position, typically from April -November

Contact: Please send resume with salary and benefit history to employment@landscaperenovations.com or fax to (651)769-1140.