



## Company Overview

Word + Carr Design Group is an award-winning landscape architectural design and construction firm based in Austin, Texas. Our team draws from a wide range of experience in disciplines, including horticulture, architecture, landscape architecture, and studio art. By threading the line between public persona and private life, WCDG creates spaces that emphasize function, meaning, and beauty—essentials for healthy individuals and healthy societies.

## Garden Services Admin Job Description:

The Garden Services Admin is a key player in maintaining the efficiency of our garden services department. Serving as a central point of contact for clients, suppliers, and management, this role ensures seamless communication and project execution. With a focus on client management and plant sourcing assistance, the Administrative Assistant plays a vital role in delivering exceptional garden services while meeting client expectations and project requirements.

## Client Management Assistance

- Draft meeting notes for the Garden Services Manager to document client discussions effectively.
- Prepare emails to clients regarding scheduling and task objectives, maintaining clear and proactive communication.
- Attend garden service meetings, taking detailed notes to facilitate successful planning for the following week's tasks.
- Maintain a client goal calendar aligned with seasonal objectives to guide project timelines effectively.
- Organize and update garden services client files with contracts, preferences, and historical data for reference.

## Contract Assistance

- Collaborate with the Garden Services Manager to draft garden service contracts, incorporating client preferences and project requirements.
- Advocate for client special requests, ensuring timely execution of tasks, provision of materials, and schedule adjustments as needed.

## Plant Sourcing Assistance

- Support in sourcing plant material and coordinate deliveries to our holding yard or job sites.
- Manage "as planted lists" for accurate billing, matching prices to project budgets effectively.
- Maintain a comprehensive sourcing and plant pricing database to streamline procurement processes.
- Coordinate with plant suppliers to ensure the quality of materials meets company standards.
- Work closely with the Garden Services Lead to manage the WCDG plant inventory, assessing plant quality and rejecting items that do not meet established standards.

## Education Requirements

While a bachelor's degree is preferred, candidates with three or more years of relevant horticulture or nursery experience will be considered. A high school diploma is required.

## Required Skills

Excellent verbal and written communication skills are required with Spanish language skills a plus. Must have a working knowledge of Word, Excel, and Google Sheets.

## Application Instructions

Please send a cover letter and resumé to [hr@wordandcarr.com](mailto:hr@wordandcarr.com). Applications without a cover letter will not be considered. All applicants must have a valid Texas Driver's License with a clean record and their own vehicle. WCDG reimburses for mileage according to the IRS Standard Mileage Rate for the current year.

*Word + Carr Design Group is an Equal Opportunity Employer and does not discriminate in any aspect of employment. Please see <https://www.eeoc.gov/> to understand your rights.*