

JVI SECRET GARDENS

BUSINESS MANAGER POSITION

JVI Secret Gardens is a Family-owned Retail Garden Center and Landscape and Pond Company.

The Business Manager position is vital to any organization. The Business Manager has the responsibility of maintaining the business operations of the organization. As the business manager, you will be working closely with the owners of the company as well as the department managers to ensure the company's mission is maintained. As a pivotal member of the organization, the candidate needs to be goal oriented, driven, extremely organized, and a self-starter.

RESPONSIBILITIES

- Manage the overall business operations to ensure that company standards are maintained
- Communicate effectively with team members, vendors and other professionals
- Process payroll
- Manage employee benefits packages
- Oversee insurance and workers' compensation compliance and audits
- Create job ads, interview and hire team members
- Complete the effective onboarding of new employees
- Bill Pay and Bank Deposits
- Must be Proficient in Microsoft Office and Quickbooks
- Oversee technology, such as phone systems, internet and computers
- Responsible for resolving any IT/Technology issues in a timely manner
- Communicate with Company Accountant
- Lead with a positive and results oriented attitude

Financial Processing

One area that is vital for the company is ensuring that employees are paid timely. The Manager will focus on processing weekly hours, reviewing vacation requests, as well as ensuring the appropriate payments for commissions, holidays, and paid time off. The position is responsible for managing employee benefits, including the company's 401k plan and health care program.

The Manager will review vendor invoices for accuracy and process invoices for timely payment.

EXPERIENCE AND COMPENSATION

Requirements of this position include a minimum of 3 years of experience in Office Management and/or HR management.

The pay can range for this position is between \$48,000 - \$52,000 per year based on experience. Benefits include participation in the 401(k) plan, Healthcare, and Paid Time Off after 90 days.

The Manager will be required to be at the retail store at a minimum of three (3) days per week. There will be the opportunity to work from home the remainder of the week.