



Loen Nursery, Inc.

Wholesale Growers & Suppliers of High Quality Plants

Office Manager

Loen Nursery seeks individual for office manager. We are looking for a person with in depth knowledge of Microsoft office. Job skills needed; people management, good communication skills, scheduling, and training of office staff, organized, detail oriented, and coordinates with department managers to assure things are running well, ability to work with management team to develop improved process and procedure and accountability. Minimum experience 3 years or 4 year college degree or comparable work experience. Spanish/ English a plus, nursery experience a plus. Pay to commensurate with experience, benefits include paid vacation, payed sick leave, holidays, and Health insurance.

Send resume to hr@loennursery.com