



Alternative Landscaping Ltd. is hiring an **Admin Support** person for our Garden Centre. This team member is responsible for data entry and support related to inventory, eCommerce, and retail sales.

This opportunity is flexible in scheduling and hours – it could be full-time with a regular schedule, or it could be less than full-time and scheduled around classes/commitments.

We're looking for someone with:

- strong software skills - especially Excel
- a high attention to detail
- a keen appreciation for processes and results – the big picture
- Business-related course work (high school or post-secondary)
- Excellent interpersonal and verbal communication skills
- The ability to lift 35 lbs and stand for long periods is an asset
- While experience is an asset, we're willing to train

Visit our website for more information and to apply
<https://www.northstarats.com/Alternative-Landscaping>

Applications are being accepted until November 15, 2021.

Alternative Landscaping Ltd. is a local, family-run company that has been creating award-winning outdoor landscapes for more than two decades. We complete commercial and residential projects in landscaping, excavation, and maintenance and operate a year-round garden centre that services southwestern Manitoba. Constantly striving to provide "**Superior Workmanship by People Who Care**", the Alternative Team works hard every day to meet and exceed the expectations of our clients and create projects that will have a lasting impact in the region.