

At URW, we empower our employees to set their sights high. This is a place where your success and growth are truly a result of your own efforts and achievements. Our teams are made up of motivated people who work hard to become leaders within the company. These well-traveled paths show how hard work, loyalty, a competitive spirit, and your unwavering commitment can take you and your career to new places. Interested in joining the URW team?

URW is a growth orientated landscape company focusing on renewal energy and municipal clients. We are in search of a dedicated and reliable individual with a great attitude and the willingness to learn new things.

Responsibilities:

- AP Account Reconciliation
- AP job costing transaction receipts
- HR New Hire onboarding and timekeeping
- Assist with organization and proper documentation management of vital project information.
- Handle incoming calls, correspondences, email, and manage or distribute accordingly.
- Willingness to execute and or assist with various tasks as requested.

The ideal candidate should possess the following qualifications/skills:

- Dependable
- Positive attitude
- Strong verbal/phone and written communications.
- Ability to take and follow instructions.
- Attention to detail and accuracy in all aspects of responsibilities.
- Proficient in computer skills, including Microsoft Office, Excel, Outlook.
- Proficiency in Microsoft Office 365, SharePoint and Quick Books is a plus.
- Problem solving ability.
- Excellent organizational and time management skills.

Bi-lingual (Spanish) is a plus.

Monday-Friday, 8:00AM to 4:30PM

Competitive pay, vacation, holiday and sick pay, 401(k) retirement benefits with matching funds.

Opportunity for advancement.