



Feral Flora is an Ann Arbor, Michigan based business that specializes in ecological landscape design, installation and maintenance, as well as native plant propagation. The majority of our client base is residential, and we pride ourselves on bringing high quality work and customer service to each job. We strive to be stewards of the earth by using native plants and landscape practices with minimal inputs. It is our goal to integrate these practices with existing natural systems, reconnecting people to place.

Feral Flora is seeking an **Administrative Assistant** to join our small, locally owned business and provide office support to our management staff. The Admin. Assistant will work with Feral Flora's managers to perform bookkeeping duties (Wave software), permit and license acquisition, event planning, and purchasing. Our ideal candidate is detail oriented and thrives in an independent work environment.

Hybrid office location: In-person training (first 2 weeks). After training period expect biweekly, in-person meetings. All other work is remote. Meetings will take place in Ann Arbor, MI.

Hours and compensation: 10-20 hours per week, year-round. Position start date is mid to late March, 2024. Hourly compensation of \$20-25/hour. Potential for salary after 6 months and employee review. Feral Flora also provides paid vacation, year-end profit sharing bonus, quarterly massages, continuing education, and retirement benefits (after two full years).

Minimum qualifications:

- Bookkeeping experience
- Complete setup for in-home office tasks
- Reliable transportation to and from Ann Arbor
- Detail oriented and self motivated
- Location within 45-minute drive to Ann Arbor
- Competency in most G Suite apps and Wave software (or similar bookkeeping software)

Desired qualifications:

- Interest in ecology and native landscaping

Please send a resume and cover letter **no later than February 4th** to: ashley@feral-flora.com

Ashley Schilling
Nursery Manager & Stewardship Director
Feral Flora, LLC
www.feral-flora.com