



Human Resources and General Office Clerk

Location: Orange, California

Status: Full Time Non Exempt

We are looking for a talented, detail-oriented, and fun-loving **Human Resources and General Office Clerk** at our West Coast headquarters in Orange, CA. You'll provide clerical and administrative support to our office and work with the Human Resources department to maintain accurate records for our large company. You'll also oversee our office events calendar and assist in planning fun staff activities.

Qualifications

- 1-year certificate from college or technical school or 3-6 months related experience/training
- Knowledge of Oracle system or other accounting software, Paycom or other payroll/HRIS software, Excel, Word, Publisher, PowerPoint, and Outlook
- Willingness to travel to other company locations to assist with training and enrollments
- Ability to speak fluent Spanish is a plus, but not mandatory
- Must have valid CA driver license

This is a full time, hourly position with potential for growth. We offer a comprehensive benefits package including paid vacation and sick time, holidays, health insurance, dental insurance, vision insurance, and Flex Spending Account (FSA).

About TreeSap Farms

TreeSap Farms is family-owned grower of trees, shrubs, and other plants exclusively for retailers and the landscape professional trades. Headquartered in Houston, Texas, we have 18 growing locations in Texas, Florida, California and Oregon. To learn more about our company, please visit www.treetownusa.com.

How to Apply

Email your resume and cover letter to hr@villagenurseries.com