

Office Assistant

Full-Time or Part-Time: Johnston, RI (In-Office Position – No Remote Work)

Join Our Growing Family-Owned Business: Sutherland Organic Solutions is a small, established, and growing organic lawn care company based in Johnston, RI. We are currently seeking a dependable and detail-oriented Office Assistant to support and help maintain our expanding business.

This is an immediate hire for a permanent full-time or part-time position (20–40 hours per week), Monday through Friday, 9:00 AM – 5:00 PM.

We are looking for smart, hardworking, trainable individuals who take pride in doing things right and enjoy being part of a close-knit team. And yes — you must be dog and cat friendly! Our three dogs and two cats are some of our most loyal “team members.”

Why Work with Us?

- Established and growing family-owned company
- Supportive, team-oriented environment
- Opportunity for long-term stability
- A workplace where attention to detail truly matters

Key Responsibilities

- Sort and manage incoming and outgoing mail and packages
- Answer and route incoming phone calls professionally
- Maintain organized electronic and physical filing systems
- Accounts receivable support (assembling invoices and data entry)
- General office organization and housekeeping
- Assist with special projects as needed and perform additional general office duties as assigned

The Ideal Candidate

- Detail-oriented and highly organized
- Comfortable in a fast-paced, small office environment
- Prior office experience working with customers and vendors (B2B experience preferred)
- Professional, positive, and dependable
- Strong communication skills (spoken and written English)
- Strong typing skills with accuracy
- Proficient in Microsoft Word (or WordPerfect), Excel, and Outlook
- Able to follow written procedures and take directions
- Flexible and able to shift priorities throughout the day
- Discreet when handling confidential information
- Legible handwriting
- Reliable transportation and ability to run occasional errands

Compensation: Seasonal operation from **St. Patrick’s Day through Thanksgiving**

- Starting at **\$16.50 per hour**
- Pay may increase based on experience

If you are looking for a long-term opportunity with a respected, family-run business, we would love to speak with you. Please apply by email or on the website.