



### **Landscape Design/Sales Assistant**

This is an entry level position providing assistance to our design and sales staff. This person will play a key role in all phases of plan development, project estimating, and client communication. Successful candidates must possess strong communication skills, will be highly collaborative in a team setting, organized and detailed oriented, with an eagerness to learn and grow professionally.

This is an excellent opportunity to learn and develop design and sales skills. We offer a competitive wage package with lots of opportunity for growth and advancement.

#### **Experience and Qualifications:**

1. Proficiency in Microsoft Office.
2. Basic CAD and Sketch up skills.
3. Excellent coordination skills and the ability to manage multiple deadlines in a fast-paced environment.
4. Basic knowledge of plant and hardscape materials.
5. Clean driving record and possession of a valid driver's license.
6. Must possess the ability to proficiently communicate with clients and team members.
7. Ability to work effectively in a collaborative team environment.
8. Must be highly organized and capable of multi-tasking.

#### **Responsibilities** (Not limited to the following):

1. Assist in all phases of plan development, including site analysis, project measurements, design, layouts and presentation.
2. Assist in project estimating, job costing and material specifications.
3. Assist lead designer in client management and client satisfaction.

**Contact:** Please send resume and salary history to [employment@landscaperenovations.com](mailto:employment@landscaperenovations.com) or fax to (651)769-1140.