

Landscape Project Manager

Job Description:

Position will work directly with our Construction Project manager, Construction manager and construction crew. Responsibilities will include creating and reviewing plan specifications and estimates, successful execution of sales and customer relations policies, monitoring installation/services from start to completion, task delegation, identifying customer's perception and attitudes towards the services provided and anticipating their needs. Identify and communicates to production and administration/coordinators any specific customer preferences or requests for service, service changes and immediately work to provide solutions to any client concerns. This position requires previous experience in the field of Landscape construction, working with diverse group of customers and co-workers, and some familiarity with related office software; Microsoft Office, especially Outlook, Microsoft360. Will train on QuickBooks. Must have a valid driver's license and good driving record. Bi-lingual (Spanish) is a plus.

Job Qualifications:

- Must have 3+ years' experience in the landscape field
- Must have a valid driver's license and clean driving record
- Energetic self-starter and demonstrates initiative
- Eye for and enjoyment of landscape design
- Excellent communication and interpersonal skills
- Excellent organizational skills
- Excellent time management skills
- Command of the technical requirements to maintain database information
- Ability to present an effective sales presentation – written and verbal
- Keen eye for detail requirements of estimating and preparing proper bid
- Ability to lead and inspire others
- Results and action oriented
- Sales and growth oriented
- Team leader
- Effective problem-solving skills, ability to handle adversity
- Performs and demands excellent quality in work
- Service and teamwork oriented. Customer centered and focused
- Focus on learning and self-development
- Technically competent and skilled

Job Requirements:

- Prepare, write and deliver customized estimates for commercial and residential properties
- Attention to detail. Assist in goal setting and planning
- Develop and Maintain positive client relations
- Create landscape design to the specifications of the client and be able to create alternatives as needed
- Prepares and presents proposals in complete and professional manner, according to company standards.
- Follows-up on hard bids and offers value engineered solutions to customers
- Ensures all estimates are prepared and approved as needed prior to presenting to customer
- Sells projects at approved prices to meet or exceed targeted profit margins
- Conduct site inspection and assessment to determine soil type, slope, drainage, exposure, and existing structures, features, roads, and utilities that will affect project
- Responds to all inquiries and requests for bid in a timely manner
- Maintain keen awareness and provide candid feedback on customer relationship and the customer's perceptions of the product and service being provided, to maximize client satisfaction
- Communicate to appropriate parties any problem areas and work to find immediate resolution
- Anticipate customer needs with positive solutions in a timely manner, assist in change orders and extra contracted work
- **Other duties as assigned**

Contact Information

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Email: 2GrandViewLandscape@comcast.net

Fax Resume: 360-891-8484

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Salary	Pay D.O.E./Negotiable	Experience Required Above
Career Level Required		Job Type Employee
Education Required		Job status Full Time

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