

*Jim Melka Landscaping & Garden Center Career Opportunities*

Apply at [www.jimmelkalandscaping.com/apply](http://www.jimmelkalandscaping.com/apply) or email resumes to [gardencenter@jimmelka.com](mailto:gardencenter@jimmelka.com)

**Position 1: Landscape Design & Sales**

A Residential/Commercial Landscape Design and Sales (full or part-time) position is available in our Landscape Department. This position would entail site visits, meeting with clients, full scale design and sales of various services offered, job costing, and project management (during and after completion). Requirements for fulfillment include, but are not limited to:

- A Bachelor's Degree in Horticulture, Landscape Architecture, Business or related concentration
- Sales or Design Experience (at least 1 full year) in a related position
- Computer Drafting (AutoCad, Adobe Suite & Sketchup) and MS Office Experience
- Must have a strong work ethic and communication skills
- Must be creative and a fast learner
- A desire to work with homeowners and business owners to aid in landscape improvement projects
- Able to handle flexible hours
- Spanish speaking is an added bonus

**Position 2: Residential & Commercial Maintenance Account Manager**

A Residential/Commercial Maintenance Account Manager (full or part-time) position is available in our Maintenance Department. This position would entail site visits, meeting with clients, job costing, sales of various services offered, managing of maintenance crews and overseeing quality control. Requirements include, but are not limited to:

- A Bachelor's Degree in Horticulture, Business or related concentration
- Sales and Labor Crew Experience in Landscaping or Maintenance (3+ years preferred)
- Spanish Speaking is an added bonus
- MS Office Experience
- Clean Driving Record

**Position 3: Garden Center Sales and Inventory Management Position**

A Garden Center Sales & Inventory Management (full or part-time) position is available in our Garden Center Department. The position would entail receiving, displaying, maintaining, and selling of a wide variety of plant material and garden center products. Requirements for fulfillment include, but are not limited to:

- A Bachelor's Degree in Horticulture, Business or related concentration
- Sales Experience in a related position (at least 1 year)
- MS Office Experience
- Must be friendly, patient, have a strong work ethic and communication skills

- Must be creative and a fast learner
- A desire to work with homeowners to aid in landscape improvement projects

#### **Position 4: Delivery Driver**

A Delivery Driver (full or part-time) position is available in our Garden Center Department. The position would entail delivering bulk material (mulch, stone and soil) to residential and commercial locations.

Requirements for fulfillment include, but are not limited to:

- A certified Illinois Commercial Driver's License (CDL)
- A clean driving record
- Driving experience with large vehicles

#### **Position 5: Cashier & Sales Associate**

Merchandising and retail sales of products from the Garden Center. Cashiering, customer service and handling telephone calls. Responsible for the register drawer(s) during their shift. Duties include but are not limited to:

##### **Responsibilities:**

- Customer service, answering questions, placing orders in person/over phone
- Unloading delivery stock
- Pricing products
- Coordinate with marketing and sales team to determine display merchandise
- Set up and take down marketing displays
- Maintain inventory of supplies and materials
- Responsible for cashier duties during shift: counting drawers and closeouts

##### **Qualifications:**

- Previous experience in retail or other related fields
- Ability to handle physical workload
- Ability to thrive in a fast-paced environment
- Deadline and detail-oriented
- Honesty, Loyalty, Hard Working, on-time, respectful
- Computer experience
- Handle flexible work schedule
- Available to work weekends