

## **Landscape Designer/Architect Entry or Intermediate Level**

Melka Landscaping & Maintenance is an award-winning design build company that is looking to add a landscape sales designer to our team. Our focus is providing landscape & hardscape designs that exceed client's expectations and are constructed to last.

Entry level or experienced landscape designers/architects should apply. We are willing to train the right candidate. This is a full time or part time seasonal position.

### **Qualifications:**

- Entry or intermediate level candidates 0-5 year experience
- Bachelors or Master's degree from an accredited horticultural or landscape architecture program
- Strong graphic abilities utilizing programs such as UVision, AutoCad, and Adobe Suite
- Ability to create proposals using LMN and Quickbooks programs
- Knowledge of native plant communities of Illinois region
- Excellent communication skills between team members, clients, and subcontractors
- Strong organizational skills and ability to work on multiple projects at once
- Valid driving license

Please forward resume and portfolio samples to [bgrill@jimmelka.com](mailto:bgrill@jimmelka.com).

### **Responsibilities**

- As a designer, you will assist with creating renderings and proposals as well as working directly with clients creating custom designs and proposals. You will take calls from prospective clients and manage their accounts throughout the design and installation process.
- Landscape Design: Utilizing design software such as Uvision or AutoCad to create perspective imagery, 2D/3D plans, and videos that will enhance the client's landscape or hardscape.
- Proposals: Using software like LMN or Quickbooks to create proposals for presentation to perspective clients.

- Project Management: Schedule client consultations and presentations. Communicate with clients via text, email, and phone during entire process. Coordinate and set up installation with crew foreman and order job materials as needed.
- Customer Service: Listen carefully and ask client questions to fully understand client wishes. Provide an on-going communication line between you and the client to ensure satisfaction.
- Collaboration: Work with other team members to ensure the job is completed correctly and timely. Communicate with subcontractors and vendors to ensure best practices and scheduling of services for clients.

### **Benefits**

- Competitive salary based on experience
- Paid holidays (2 weeks at Christmas)
- Paid time off (1 week)
- Company cell phone
- Company vehicle