



Position Title: Landscape Designer

Reports to: Director of Sales and Design

Position Overview

Over the last 10 years, Property Pros Land Management, LLC has become the premier Landscape Design and Build firm in the area, with a stellar reputation in the Indianapolis community. Based out of Fortville, Property Pros services all of central Indiana with their landscape maintenance and outdoor design needs. The Landscape Designer will be responsible for estimating landscape and hardscape designs, conducting client presentations, and selling the finalized projects. As part of the Design Team, this position will have the opportunity to draft projects for sales team members that are not designers. Constant written communication between the Sales/Design and Production teams are a must to ensure documentation of any ideas or changes. Responsibilities and compensation will be evaluated and reviewed annually.

Essential Responsibilities for Landscape Designers

- Following the *Property Pros Land Management Sales Team: Standards of Process*, which will ensure a professional and consistent experience for all clients. Clear communication with specificity will be critical in this process.
- Meeting with new and existing clients, estimating and/or designing projects, and selling the projects profitably to the client.
- Creating and hitting yearly sales goals, which are set by the Executive Director and Director of Sales and Design.
- Providing completed job folders to the Production Team and communicating all important details of the project, in writing, in the job folder.
- Understanding the client's needs and wants, providing ongoing communication with the clients, and relaying any information to the Production Team to guarantee client satisfaction.
- Attending weekly meetings with the Director of Sales and Design, which will include a review of current workload, upcoming workloads, current designs, projects sold for that week/year, analysis of profitability of completed jobs, etc.
- Maintaining an updated and accurate sales sheet, provided by the company.
- Performing the scope of the Landscape Designer role in accordance with Property Pros Land Management's core values.
- Completing any other duties, as assigned.

Knowledge and Experience

- High school diploma or GED, required
- Bachelor's Degree in Landscape Architecture or related study, preferred
- Minimum 5 years of experience in the landscape industry, preferred
- Knowledgeable in Microsoft and Apple products and systems
- Experience with AutoCAD, Adobe Photoshop, and SketchUP/Uvision/3D design software
- Capable of meeting with clients at their homes
- Effective sales skills to drive profitable relationships with new and future clients
- Strong written and oral communication skills with the ability to read and write
- Self-motivated, with the ambition and willingness to take initiative
- Highly organized and able to follow processes

Certifications and Licenses

- Valid driver's license, required
- Indiana Accredited Horticulturist certification, preferred
- CPR (cardio-pulmonary resuscitation) certified, preferred

Equal Opportunity Employer

Employee Printed Name

Signature

Date

HR Manager Printed Name

Signature

Date