



ARCADIA GARDENS, LLC

Job Description

Title: Designer, Sales

Mission Statement: We strive to consistently design, build and maintain custom outdoor spaces of the highest quality workmanship throughout our community with professional, efficient and hassle-free service.

Mission: To achieve the goals of Arcadia Gardens, LLC in such a way that customers are provided with high quality workmanship, as well as professional, efficient and hassle-free service.

Goals: Provide prompt, courteous and professional service to all customers, suppliers and trade partners.

Maintain a positive, professional working relationship with other members of the Design Team, the Construction Team, the Maintenance Team, and the Management Team at all times.

Create unique, quality designs for our clients.

Ensure that designs and estimates are accurate and profitable.

Project a positive and professional image of Arcadia Gardens, LLC at all times.

Activities:

- Measure, draft, design, propose and present projects to clients.
- Maintain positive client relationships.
- Courteously address customer questions and concerns.
- Answer and return phone calls in a timely manner (24 hours)
- Communicate with Company Managers about project scheduling.
- Review estimates and designs with Company Manager to ensure accurate installation.
- Assist Construction Manager and Crew Foreman with job site layout, plant positioning, and the overall quality of the project.
- Ensure plants are staged accurately for upcoming jobs.
- Efficiently use QuickBooks and Real Time Landscape.
- Become familiar with and recommend changes to the company operation manual.
- Review sales goals and performance with Lead Designer on regular basis.
- Attend industry educational seminars/webinars.
- Research and use new products and design trends
- Keep abreast of industry standards and government laws.
- Maintain memberships in industry associations. (MNLA, NALP & APLD)

Requirements:

- You must be punctual.
- You must be accurate
- You must have knowledge of plants, construction materials and design theory.
- You will be asked and expected to work overtime during our busiest season; Monday thru Friday, including some Saturdays.
- You will need to always keep a positive attitude.



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- You will need to be dressed appropriately.
- You will need to use appropriate language and behavior when around customers and co-workers.

Behavioral Traits:

- Customer oriented
- Self-motivated, honest
- Punctual
- Organized

Prerequisites:

- Legal to work in the state of Michigan.
- Clear driving record preferred, as determined by our insurance carrier, if driving our vehicles. Michigan driver's license required at a minimum, chauffeurs license preferred.
- Working design knowledge, able to read and draft landscape designs.
- Three to five years proven design/sales experience, or related educational experience, preferred.

Compensation:

- Hourly wage to be determined by Company Manager.
- Overtime wages after the first 40 hours each week. (Salary is possible)
- Four paid holidays; Memorial Day, Fourth of July, Labor Day and Thanksgiving (8 hours each).
- Paid Training as approved by Company Manager.
- Three days sick leave each year (24 hours).
- 401(k) Safe Harbor
- Flexible work schedule

Name: _____ Signature: _____.