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# **Designscape Job Description – Assistant Landscape Sales & Project Manager**

**Job Title:** Assistant Landscape Sales & Project Manager

**Reports To:** Landscape Installation Director

**Job Type:** Full-Time

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## **Role Purpose**

The Assistant Landscape Sales & Project Manager supports Designscape's installation sales and project execution by assisting with estimating, design development, proposals, client communication, and job coordination. This role bridges sales, design, and production to ensure projects are accurately scoped, properly documented, and smoothly transitioned from sale to installation. The position provides a growth path into higher-level sales, design, and project management roles within the company.

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## **Key Responsibilities**

### **Sales & Estimating Support**

- Serve as a primary support role for new work requests and sales opportunities.
- Assist in evaluating existing maintenance contracts for value and profitability.
- Perform site visits and gather measurements and field data.
- Create project takeoffs using designs and on-site measurements.
- Assist in sourcing and procuring non-stock or specialty materials.

### **Design & Technical Development**

- Create site base maps based on customer requests and site layout.
- Develop planting plans considering climate, maintenance needs, and aesthetic goals.
- Assist with construction details, grading plans, hardscape layouts, and irrigation layouts as needed.
- Utilize CAD and design software to prepare design and construction documents.

### **Proposal & Contract Preparation**

- Prepare written proposals detailing scope of work, materials, and construction processes.
- Assist in developing accurate cost estimates and pricing.
- Prepare and send installation contracts to clients.

- Support revisions and updates to proposals based on client feedback.

### **Project Management & Job Coordination**

- Participate in jobsite walkthroughs with customers and production team members.
- Build job packets and documentation for installation crews.
- Review daily job reports to track labor and material usage.
- Assist with monthly invoicing reports based on actual job costs.
- Coordinate utility marking requests through online 811 services.
- Support field layout activities including marking beds, plant layout, and addressing design questions during installation.

### **Client & Team Communication**

- Communicate professionally with clients regarding project details and scheduling support.
  - Coordinate with designers, office staff, and production teams to ensure accurate information flow.
  - Support the Installation Director with project updates and documentation.
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## **Skills & Qualifications**

### **Required**

- Strong written and verbal communication skills.
- Basic to intermediate computer proficiency (Microsoft Office).
- Ability to stay organized and manage multiple tasks.
- Willingness to work both in the office and on job sites.
- Ability to work independently with attention to detail.
- Flexibility to adapt to changing schedules and project demands.

### **Preferred**

- Experience with CAD and design software (e.g., Dynascape) or willingness to learn.
  - Familiarity with estimating, job costing, or project coordination.
  - Experience in landscaping, construction, or related industries.
  - Experience with CRM, LMN, or similar project management software.
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## **Professional Development & Growth**

Designscape actively supports continued learning and advancement in this role, including:

- Participation in company training, trade shows, seminars, and industry events.
- Access to technical publications and continuing education resources.
- Support for obtaining and maintaining industry certifications (INLA, OISC, etc.).
- Advanced software training (LMN, Dynascope, CAD tools).
- Opportunities to learn and utilize drone technology for marketing and site mapping.
- Clear growth paths into Sales Manager, Designer, or Project Manager roles.

### **Certification & Skill-Based Pay Advancement (“Pay-to-Play”)**

Designscape will cover one-time testing and training costs for approved certifications, with compensation increases tied to achievement, such as:

- Registered Technician Spray License — +\$0.50/hr
  - Applicator License (3A and/or 3B) — +\$1.00/hr
  - Indiana Accredited Horticulturalist (IAH) — +\$1.00/hr
  - Educational bonus programs offering \$1,000+ per year in potential incentives
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### **What Success Looks Like**

- Sales and estimating support improves speed and accuracy of proposals.
  - Designs and job documents are clear and production-ready.
  - Installation crews receive organized, accurate job packets.
  - Projects transition smoothly from sale to installation.
  - Clients feel informed and supported during the pre-construction process.
  - Skills and responsibility increase steadily over time.
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### **What We Offer**

- Competitive hourly pay with commission opportunities once established.
  - Strong professional development and certification support.
  - Clear advancement opportunities within Designscape.
  - Team-oriented culture focused on learning and improvement.
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### **How This Role Fits in Our Structure**

- **Installation Director:** Owns sales strategy, estimating accuracy, production success
- **Assistant Sales & PM:** Supports sales, design, and job coordination execution
- **Operations Manager:** Oversees system flow and department coordination
- **Office Manager / Controller:** Supports billing and admin accuracy

This is a **high-upside growth role** that feeds directly into your leadership bench.