

David J. Frank Landscape Contracting, Inc.
N120 W21350 Freistadt Road
Germantown, WI 53022



Spring into a New Career!

David J. Frank Landscape Contracting, Inc. is a business dedicated to exceeding the expectations of its clients through the delivery of quality products and services. We believe the most critical element for this to happen is Quality Staff and we are committed to developing that important resource.

NEW POSITION OPPORTUNITY - Landscape Maintenance Customer Service/Project Assistant. This position will office out of our **Glendale, WI** landscape maintenance sales office (about 15 minutes North of Milwaukee). This is a growth position as the successful candidate will be mentored by a Sr. Client Service Representative and groomed for a Client Service Representative position.

Qualifications:

- Associates/BS degree in horticulture or related field
- Excellent written & verbal skills
- Proficiency with MS office programs
- Great attitude & work ethic

Responsibilities (Position supports Landscape Maintenance Sales/Client Service Staff):

- Prepares estimates and cost proposals
- Undertaking of site surveys (site analysis, measurements and elevations)
- Plant and material take-offs for commercial and residential bids
- Helping to plan and organize work timetables and logistics
- Sourcing and ordering materials
- Handling and transporting stock/materials to site (as needed)
- Meeting deliveries on site (as needed)
- Interpreting planting plans on site (including marking out) and periodically visits job site to review job progress and assist in special situations
- Preparation of samples and information for sales presentations and design (as requested)
- Serves as a liaison between client, client service representative, and landscape crew leader

Contact **Sandra Turbin @ (262) 255-4332**,

E-mail a resume to: sandyt@davidjfrank.com or,

visit www.davidjfrank.com/careers to complete an application