From: Traven Pelletier [mailto:tpelletier@lotusgardenscapes.com]

Landscape Design Build Design/Production Assistant - Elemental Design a division of Lotus Gardenscapes is looking for a motivated talented individual to assist lead designer and owner Traven Pelletier for the upcoming season. This position has potential for growth and permanent employment with our award winning company.

Job responsibilities would include: Prepare Base Maps and finish drawings, compile materials photos and create design presentation boards using InDesign, assist in drafting proposals and customer letters. Assist in production coordination with Owner and Project Foreman by updating project schedules and compiling job timeline information. Overall this job has many facets and requires a self-motivated responsible individual who likes working at a fast pace in a demanding multi-task environment. The varied responsibilities and day to day change in work flow will provide a significant experience in understanding and working in the Design Build environment.

Job skill requirements are: Good drafting ability, good computer skills and knowledge of both Mac and Windows systems usage, Abilities with Adobe Suite and Microsoft Office products, Efficient organized and punctual work habits, a positive “can do” attitude and a good sense of humor. Availability for 30-40hr. Per week in Ann Arbor Area with possibility for more hours when necessary. Reliable transport to and from work with use of personal vehicle for job purposes (ie site visits) when necessary.

Hourly payrate based on experience - $12-14/hr.

Please email cover letter and resume with samples of drawing work to:

Traven Pelletier
Owner/Designer –Elemental Design
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