Title: Landscape Design Assistant

Company: Great Lakes Landscape Design, Inc.

Location: Oak Park, Michigan

Status: Full Time, beginning ASAP

Company Profile: Great Lakes Landscape Design, Inc. was established in 1989 and over the last 27 years has evolved into an award-winning custom design build firm. Our unique ability is our keen eye for design, craftsmanship, comprehensive execution, and attention to detail. Our staff of professionals consists of masons, landscape construction experts and designers that all work together to help provide a high end product. We provide clients with an extraordinary service experience while creating an oasis that puts them in touch with nature.

Job Description: Landscape Design Assistant
Assist our Lead Designer and learn every aspect of a design-build firm! Unique opportunity to be highly involved and use your creativity and training! Tasks include, but aren't limited to:
- Prepare for the preliminary design by inputting mortgage surveys and/or drawings into our CAD program (Dynascape)
- Start preliminary designs in Dynascape
- Prepare for client presentations: label and render plans, import images and develop 3D models
- Assist in plan take offs and prepare estimates
- Plant procurement which includes: sourcing plant material for upcoming scheduled jobs and sorting plants in our holding area
- Customer service, including field support when needed
- Data Entry for estimating platform
- Snow Removal

Qualifications: 1-2 years of field experience along with a familiarity of plant material is preferred and basic drafting skills.

Education: College Level

Skills: Familiarity with basic computer skills and an ability to learn and master design programs (2D & 3D), knowledge of plant material with an aptitude for design. Strong attention to detail and communication skills to confidently converse with clients. Organizational skills to effectively process all paperwork and complete projects within given timeline.

Working Conditions: Casual office environment and light outdoor work.

Work Hours: 8 hour shift from 8:30 am – 5:00 pm Monday through Friday

If you are interested in this opportunity, please forward your resume to jeremy@greatlakeslandscapedesign.com.

Great Lakes Landscape Design, Inc. would like to thank all applicants, however only those who qualify for an interview will be contacted. Great Lakes Landscape Design, Inc. is an equal opportunity employer.