Landscape Production Coordinator

Naylor Landscape Management is an established company with 30+ years of experience providing Landscape Design, Installation and Maintenance services to residential and commercial clients in the Kalamazoo/Portage and southwest Michigan area. We design, build and maintain beautiful landscapes.

Do you want to play on a winning team and help grow our Landscape Construction Division? Are you up to the challenge of leading our team to greatness? Do you have the drive and winning attitude that we need in this role? If so, then we want to talk to you!

Qualifications: Four-year college degree or two year associates degree in landscape design, landscape architecture, landscape construction or horticulture. Three to five years of landscape construction field experience.

Daily Activities: Manage all production aspects of the landscape construction department. Work closely with the Landscape Designer/Salesperson discussing and scheduling projects. Work closely with landscape construction team members to see that they have all equipment, materials and skills necessary to perform work efficiently and meet quality standards. Order materials and schedule deliveries. Maintain detailed records of labor hours, material costs and equipment expenses. Update material inventory reports. Monitor efficiency and productivity reports, coordinate equipment, maintenance and repair. Lead safety training and standard operating procedure tailgate meetings. Act as a liaison between NLM sales/design representative and customer and contribute to efficient communication between customer, team members, vendors and subcontractors. Visit sites to inspect work and help with installations as necessary.

Why work for Naylor? Comprehensive benefits package including health insurance, dental plan, vacation pay, holiday pay, sick pay, retirement plan and bonuses. Professional and personal development opportunities.

We are a family first organization that believes in honesty, respect, ethical treatment of everyone and keeping our commitments. We believe in continuous learning to understand our trade, encouraging team members and having fun. We also believe in giving back to our community. Each year we volunteer for a project or two and donate a portion of our proceeds to local charities.

Mail, fax or email cover letter and resume to:

Naylor Landscape Management
Human Resources Manager
1300 S. 8th Street:
Kalamazoo, MI 49009
Phone: 269-375-0084
Fax: 269-375-0363
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