



## Join a hard-working team of landscaping professionals!

Primary Grounds has been delivering exceptional landscaping services for over 25 years. Our full-service landscape company provides Lawn Care Treatment & Maintenance, Landscape & Hardscape design and installation, Grounds Care, Seasonal Floral design & installation, Holiday Lighting, and Snow Removal for commercial and residential properties in and around Indianapolis.

We strive for excellent customer service and take good care of our employees. We are dedicated to employee safety and development.

### **We offer competitive benefits:**

- Full time, with year-round opportunities
- \$18-\$23 per hour depending on position and experience
- \$1,000 sign on bonus
- Overtime
- Supplemental health insurance
- Employer contributing retirement plan (401K match)
- Paid holidays and vacation/PTO for full time employees after 90 days
- Employee discount
- Education development: Hands on training, tuition reimbursement, certifications, and opportunities for company advancement

### **Staff Requirements:**

- Self- motivated team player with a positive attitude.
- Able to perform heavy lifting continuously throughout the day and work in all weather conditions.
- At least 18 years old and authorized to work in the U.S.
- Have reliable transportation and be dependable.
- Experience in the landscape (*Preferred*)
- Valid Driver's License (*Preferred*)
- Pass a background check

Apply at our Greenwood office anytime between 8-5pm, M-F or complete an [online application](#).

*For questions for call the office (317) 422-9755.*

## Landscape Sales Associate

### **Job Description:**

Correspond with clients to understand, create, estimate, and finalize sales of landscaping projects. Work closely with the production managers to oversee jobs from initial sale to completion, and ensure jobs are scheduled and completed with high quality standards and clients' expectations are met.

### **Qualifications:**

- 2 years' experience in landscaping sales. Previous landscape field experience (*Preferred*).
- Knowledgeable in landscape construction including blueprint reading, plant identification, plant installation, building materials, building techniques, equipment operations, etc.
- Ability to work with various people to communicate and relate to customers in a friendly, respectful, and professional manner.
- Basic math proficiency and computer skills. Competent in the computer design technologies.
- Profit minded, goal-oriented, and communicative salesmanship.
- Ability to work well under pressure, prioritize multiple tasks, and meet deadlines.

### **Responsibilities:**

- Sales:
  - Organize and correspondence with landscape & construction leads as well as generate new leads.
  - Meet with leads/clients to discuss ideas and design concepts and work with the client to develop landscape plans, concepts, and proposals to sell work.
  - Compute cost proposals by analyzing labor, material and time requirements that fits within the client's budget. Gather current pricing from vendors and subcontractors
  - Prepare and complete all estimates, present proposals, and review landscape plans with clients in a timely manner. Closes all sales within the established timeline.
  - Create competitive proposals from landscape designs and build projects. Work closely with management team to meet and exceed sales goals.
- Customer Relations:
  - Meet with clients on site to understand their needs, measure sites, review plans, manage issues and act as general liaison between clients and the company.
  - Handle client questions, complaints, service calls, etc. in a friendly and courteous, and professional manner.
  - Communicate with clients throughout the project and set up a final walk through once completed.
- Operations:
  - Project management of sold landscape projects from beginning through to completion.
  - Assist and coordinate in the scheduling of the work with General Manager and client.
  - Meet with field manager to explain work details and make sure they have the appropriate material and equipment to do the job. Participate and conduct a pre-construction meeting to review landscape plans and work order as well as daily progress reports.
  - Communicate with crews on job sites to ensure they understand the scope of work and to mitigate any issues throughout the course of a job. Help oversee proper installation and completion of jobs/projects.
  - Manage project budgets or come in under or on time to how it was sold.
  - Provide accurate invoicing to billing department in advance of job completion

**Expectations:**

- Be on time and have flexibility in work schedule. 7:30 AM – 4:30 PM, Monday – Friday.
- Work and communicate in a team environment in the field.
- Work with customers, fellow employees, subcontractors, and vendors in a professional, friendly and courteous manner.
- Provide a positive and motivated attitude. Demonstrate role model behavior and integrity.
- Flexibility required and willingness to work in field if necessary
- Follow all safety guidelines and protocols. Notify supervisors of any potential hazards.
- Maintain a clean and safe work environment. Return any equipment to where you found it. Keep work truck clean and organized.
- Participate in staff trainings & meetings.