

# Career Opportunity

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Studio b would like to offer you a spot on our team!

## Design Project Coordinator

Studio b/B. Rocke Landscaping is looking for a Design Project Coordinator. We are seeking candidates with professional and positive attitudes who are highly organized, have excellent communication skills, and are capable of multitasking and completing quality work in a fast-paced work environment.

**Our company has been operating in the Winnipeg market for over 18 years. We provide landscape design and project management services across the prairie provinces. We specialize in innovative commercial and high-end residential landscape design and construction. Our project budgets range from 10k to 1 Million+.**

**Our busy season runs from March through November.**

Please visit us at:

[www.brocklandscaping.com](http://www.brocklandscaping.com)

### **Your Primary Responsibilities and Work Flow:**

- Assisting company partners with administrative and design tasks.
- Attending client consultations.
- Collecting and uploading site photos, measurements, and notes from consults to our cloud-based apps.
- Inputting site data and building landscape models in our 3D software (training provided).
- Assisting with business development for Studio b/B. Rocke Landscaping and Rocke Developments.

### **Other Duties:**

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- Answering calls and emails from new and existing clients.
  - Scheduling consultations.
  - Inputting site data/rendering projects using 3D software.
  - Providing suggestions to Lead/Senior Designers at consults and throughout projects.
  - Conducting client design presentations.
  - Creating construction cost estimates for clients based on preliminary and full designs.
  - Continually updating and completing design and estimate revisions at each stage of the design/estimation process until project completion.
  - Preparing and verifying construction drawings, construction details, and schedules for sub-trades and Project Managers.
  - Scheduling and conducting pre-construction site inspections and Hydro mark-outs.
  - Reviewing construction plans with Project Managers and sub-trades.
  - Conducting weekly site inspections. This includes prior to construction start, during the construction phase (1 per week), and post-construction to verify construction accuracy.
  - Collecting site progress photos and video data.
  - Updating clients and Lead/Senior Designers with weekly progress reports.
  - Scheduling and conducting post-construction site inspections with Project Managers, sub-trades, and clients, to ensure all project specifications have been completed.
  - Verifying final project costs with Accounting.

### **You will be expected to:**

- Work and communicate in a fast-paced and dynamic work environment.
  - Manage a minimum of \$1 million of construction projects per season. A year-end company Performance Bonus can be awarded based on your total construction and design revenue managed.
  - Quickly learn and use company software and technology.
  - Be proficient with VizTerra (training will be provided), Microsoft Office, Google Drive, Dropbox, Voxer app. Proficiency in AutoCad, Photoshop, and Vector Works are an asset.
  - Train and mentor studio b design staff (once experienced).
  - Read and implement Dale Carnegie sales and communication techniques.
  - Have a clear Criminal Record Check.
  - Complete a share of office administration, marketing, and social media tasks.
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- Build relationships and exercise due diligence with regard to new sub-trades and suppliers.
  - Complete company Health & Safety Training.
  - Share office housekeeping duties with other team members.

## **Work Hours and Compensation**

This position will begin as full-time from October 1st, 2019 to October 1st 2020

During the busy season, the successful candidate is expected to work 40-45 hours/week.

Following a positive performance review, this position may be continued into our winter off-season at reduced hours of 20-30 hours/week, from approximately November 15th, 2019 through March 1st, 2020. Our office hours are 9am-5pm Monday to Friday, however working hours can be flexible as long as tasks are completed on time and clients, Project Managers, and subcontractors are being well looked after.

Hourly compensation rate is dependent on qualifications and experience.

Additionally, there are benefits that can be used for medical, dental, optical, and other health-related services.

You will be compensated for personal vehicle mileage during work-related trips and other work-related expenses. This does not include mileage to get to and from studio b from your residence.

Please email application to:

brocke@brockelandscaping.com

Or Visit

<https://www.brockelandscaping.com/contact/employment/>



**B. ROCKE LANDSCAPING**  
CONSULT • DESIGN • BUILD