

ACCOUNT MANAGEMENT ASSISTANT

We are looking for an experienced, motivated and responsible full time Account Management Assistant to join our sales department. Primary areas of responsibility include: oversight of garden maintenance and enhancement sales for select residential properties, and assisting existing account managers with projects as needed.

Skills required to succeed include: understanding how to build and maintain client relationships, proactive communications, organizational skills, strong horticultural knowledge and ability to collaborate and work effectively with our field staff and other company departments.

We practice open book management with profit sharing and excellent benefits, so successful candidates are those looking for an opportunity that will both challenge and reward them.

A short list of duties includes:

- Act as point of contact for client accounts (new and existing) and manage expectations
- Estimate and prepare proposals for sales of landscape maintenance, seasonal plantings, and enhancement landscape work.
- Track maintenance and contract work related to each client
- Oversee quality control, including site visits and client contact

Requirements:

- College Degree or equivalent industry experience
- Minimum of one year's experience in Horticulture-related field
- Ability to identify plants, basic pests/diseases, etc.
- Exceptional written and oral communication
- Excellent organizational and time management skills

We offer a competitive salary, full benefits, educational benefits, participation in SIMPLE IRA program after 2 years, profit sharing, and paid vacation.

To apply, please email a Resume and Cover Letter to zerbe@townandgardens.com. Please put the position you are applying for in the subject line.

Town and Gardens is an Equal Opportunity Employer and a Drug-Free Workplace.