

Fredi Ketchum

From: Theresa DeGeest
Sent: Tuesday, March 09, 2010 11:03 AM
To: Fredi Ketchum; Richard Robinson
Cc: 'mindy@lyndegreenhouse.com'
Subject: FW: Lynde position opening

Mindy,

I am happy to help. I am forwarding your email to Fredi Ketchum, our Career Placement and Workforce Development Specialist and to Dick Robinson, the Horticulture Program Director so that they can post the position to our internal job boards, website, etc.

Please contact Fredi at (763) 576- 4783 should you have any question or future positions to announce – I think she will be a great resource for you.

Thank you Mindy,

Tess DeGeest

From: Mindy J Krueger [mailto:mindy@lyndegreenhouse.com]
Sent: Tuesday, March 09, 2010 10:57 AM
To: Theresa DeGeest
Subject: Lynde position opening

Hi Tess,

Thanks for your time on the phone. We plan to keep the posting open for two weeks from today. The posting and our application can be found at <http://www.lyndegreenhouse.com/home/employment> Here is the info on the Landscape Designer position:

Lynde Greenhouse & Nursery needs a Landscape Designer -

We are looking for an positive and energetic person to add to our landscape sales and design team. This person would ideally have substantial on the job landscape design experience, related education, and excellent knowledge of plants. This person would work to design and sell landscape projects to residential property owners as well as commercial property managers. Annual flower design experience is a big plus. Applicants should be familiar with Excel, Access and Outlook. Also, any ProLandscape experience is a big plus.

This position is 40 hours+ per week; expect longer hours during the spring and summer months. Benefits available for full time employees. Position to start close to April 1st.

POSITION OVERVIEW: The Landscape Designer(s) is the person that works with our customers to determine what they want and to set forth a design that can be installed. This is a sales position and the Designer must be able to communicate effectively with our customers and employees to bring the projects together to everyone's satisfaction. **The primary goal of this position is to help create, and follow up customer leads and inquiries to generate sales activity for the company.**

AUTHORITY: The Landscape Designer has the authority to:

1. Make purchases as permitted.

2. Direct activities related to the installation and maintenance of customer's materials
3. Quote prices as directed according to company policy
4. Delegate activities and task to others

RESPONSIBLE FOR: The Landscape Designer is responsible for:

1. Generating sales volume
2. Designing and quoting projects that end up as profitable projects
3. Accurate completion of installations according to established plans
4. Maintenance of the properties assigned
5. Inspecting managed properties in order to assess maintenance activities and to determine if work is needed to keep those areas looking good
6. Coordinating plans and activities with the people installing those projects
7. Responding to customer's requests in a timely manner
8. Administration of company policy
9. Maintaining accurate written records including time sheets and project costs
10. Communication of the information necessary to invoice our customers
11. Maintaining records that will provide productivity information (hours, dates, personnel, materials, etc.)
12. Informing management about opportunities and problems associated with our Design and Installation customers and business

Please apply in person at our main office 9am-4pm.

Lynde Greenhouse & Nursery 9293 Pineview Ln. Maple Grove, MN 55369

Thanks Tess!

Mindy

*Mindy Krueger
Lynde Greenhouse
& Nursery
763-420-4400*



can you dig it?