



phone 317.769.2211  
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office 3375 S. 500 E. | Whitestown, IN 46075

### ***Job Description***

Estimator & Design Sales Support

#### **POSITION OVERVIEW**

The position of Estimator & Design Sales Support will be an integral component of the Design-Build Services Division at Start To Finish. With continuous growth in our company and within this division, this will be a full-time position alongside seasoned designers and architects. The role will provide support to the team of designers by creating estimates, assisting with design work, and capturing site inventory along with job site visits and progress updates.

#### **POSITION RESPONSIBILITIES**

- **Support** – Effectively read blue prints, and translate onto professional proposals. Communicate with designer to ensure that proposal is consistent with design plan.
- **Design** – Drafting of designs and creating alternative versions and/or providing updates to existing designs. Use of Realtime Architect 3D software to create and sell smaller design leads.
- **Customer Service** – Meet with clients and other members of the design team on site to take measurements, review plans, and act as a liaison between clients and the company during times of high demand.
- **Estimating** – Build proposals in current bidding software, and compute job cost estimates by analyzing labor, material, and time requirements based upon the design.
- **Material Procurement & Setup** – Picking up sample materials and delivery to clients, on a semi-regular basis. Additionally, staging or marking of plant materials and other materials related to a design project will be required on a job site.

#### **REQUIREMENTS**

- Strong problem solving and oral/written communication skills
- MS Office, CRM, and Design software experience
- Associate degree, minimum
- Basic math proficiency
- Basic plant knowledge and continued green industry education
- May require a minimum of 50 production hours per week, depending on season & weather
- Strong work ethic and familiarity of best practices
- Previous field experience, preferred – an understanding of how to install the work we sell
- Ability to work well under pressure and prioritize multiple tasks to meet deadlines



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## COMPENSATION STRUCTURE

- \$40,000 - \$50,000/annual salary
- 80/20 Health Care Coverage for Employee (may add Children to the Plan for 0/100 coverage)
- 5 Vacation Days, on Anniversary date of 1 year
- Sick Days are available per the company handbook
- Company provided furnishings, with desk and design equipment
- Company provided vehicle for work use only
- Company provided apparel, and additional clothing at request

## POSITION SUMMARY

The position of Estimator & Design Sales Support will be an integral component of the Design-Build Division at Start To Finish. With continuous growth in our company and within this division, this will be a full-time position alongside seasoned designers and architects. The role will provide support to the team of designers by creating estimates, assisting with design work, and capturing site inventory along with job site visits and progress updates.

Start To Finish is a family owned and oriented business located in Whitestown, Indiana. The company specializes in Landscape Design and Installation, Lighting, Maintenance, Hardscape, and Commercial Snow services. We are growing company with a sound reputation in both commercial and residential client bases. You will succeed in this position by taking care of our clients and ensuring that your projects are installed per specification of the estimate and design.

Our passion is to develop a lifetime relationship with our clients through our design, build, and maintenance services. Performing these core services our team will work with integrity, to deliver an outstanding result. By doing so, we will continue to grow a knowledgeable and talented team of hard working and humble individuals who will deliver an exclusive service experience.

**NOTE:** This job description is not intended to be all-inclusive. Team member may perform other related duties as negotiated to meet the ongoing needs of the organization. This may change at any time without immediate notice.

Acceptance of this outline and the expectations from Start To Finish, Inc. ownership:

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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