



# Example of Landscape Job Description

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Our company is looking for a landscape. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for landscape

- Compile Landscape Site Inspection Report notes provided by the Landscape Managers and submit to contractor and property management within 24 hours of site inspection
- Assist Landscape Manager in tracking, filing and organizing extra work proposals, approvals, tree pruning schedules, renewals, coding and invoicing in SAP
- Assist Landscape Managers with Landscape Budget Management
- Assist Landscape Managers and Senior Director with special projects as needed
- Work closely with the Cross Divisional Procurement Committee
- Track and manage storm damage claims and insurance tracking for risk management
- Prepares written and verbal reports on financial results in Maintenance grounds and CAP-X Landscape
- Develops strategies to help achieve financial results
- Prepares properties for turnover from construction to property management, working with the Reinvestment team, Construction, and Landscape Architects
- Specifies bids, negotiates, and drafts landscape maintenance, and Capital expense contracts

## Qualifications for landscape

- Contribute to short to mid-term strategic direction and studio operations

- Bachelors/ Masters in Landscape Architecture or closely related field and professional institute membership
- The ideal candidate should have 10 or more years' experience in landscape architecture/planning and will be a leader with proven skills and a depth of experience in Landscape projects, including the delivery of built work
- Minimum 3 years experience working in the Middle East region
- Ability to collaborate locally and remotely with multi-disciplinary and delivery teams