



## Associate Project Manager

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### SUMMARY

Poul's understands that we are only as strong as our team. We ensure each person has the resources, skill set and training to not only accomplish their goals but surpass them. We do our best to promote from within and provide opportunities for professional development and advancement. Poul's knows the importance of a healthy work/life balance, and makes every effort to ensure our team members enjoy their jobs, do them well, and still have time to spend with their loved ones.

The Associate Project Manager is responsible for the effective administration of multiple small landscape construction projects. The Associate Project Manager supports the Construction Department in the areas of project costs, profitability, and client relationships – working in conjunction with the Construction Department Manager, Project Managers and Designers to achieve project goals.

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### WHAT YOU'LL DO

- Comply and promote all company employment and safety policies
- Read, comprehend, and implement landscape design projects from provided drawings
- Manage all landscape construction services for assigned jobs, including the coordination of all materials, team members, equipment, and subcontractors required to produce quality work
- Plan, track, and report on the performance of multiple ongoing projects
- Support managers with the completion of project objectives
- Ensure that all projects are delivered on-time, within scope and on budget
- Streamline processes to produce more effective results
- Effectively communicate and track client requests for change orders to designer or manager
- Perform risk management to minimize project risks
- Work on site with client and designer to produce desired outcomes
- Use your creativity to troubleshoot and resolve any on site issues that arise during the construction phase

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### QUALIFICATIONS

- Associates or bachelor's degree in Landscape Construction, Landscape Architecture, Construction Management or other similar degree or comparable experience
- Ability to read landscape design plan sets and specifications
- Understands technology and can demonstrate computer proficiency
- Must be collaborative, creative, and work well both individually, as well as, with teams
- Strong written and oral communication skills
- Excellent organizational, time management and problem-solving skills
- Bilingual a plus
- Valid IL driver license

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## THE POUL'S ADVANTAGE

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- Competitive compensation packages
- Medical insurance
- 401(k) plan with employer matching
- Paid holidays
- Paid time-off
- Performance-based Bonuses
- Education reimbursement
- Promotion from within whenever possible
- Regular skill enhancement training
- Uniforms
- Annual salary reviews
- Shorter workdays during the off-season for year-round team members
- Achievement parties held regularly throughout the season
- Annual company picnic
- Annual holiday party
- Turkey or Ham provided at Thanksgiving
- Holiday gifts

### **Some positions also include:**

- Commission
- Bonuses
- Company vehicle
- Cell phone use reimbursement