



Outdoor Living Design Associate

Entry Level Designer Position Available

mymasterplan.com

Outdoor Living Design Associate

Entry Level Designer

MasterPLAN is a passion-driven, out-of-the-box thinking outdoor living design-build firm with a strong focus in providing the very best client experience and creating outdoor spaces that tremendously affect our client's lives.

This opportunity is the ground-floor for a creative individual to assist in outdoor living design creation, and over time, budgeting and ultimately developing independent skills in sales and project management.

The MasterPLAN environment offers open communication, collaboration and a lively small team dynamic, while being able to focus on the details. Every team member here owns their responsibilities and contributes 111% every single day.

This position requires proactive and ongoing planning and communication with the MasterPLAN team, clients, and building partners to maximize efficiency and profitability and minimize cost, stress, redundancies, inconveniences, and to ensure company values, mission, and policies are woven throughout the project cycle and client experience.

Essential Duties and Responsibilities

The following is a list of general job responsibilities for the Outdoor Living Design Associate position. This list is not all-inclusive and may be broadened or changed to meet changing business needs. We broke them up in "Phases" to show our step by step training process.

PHASE#1: The Foundation

- Learn Structure Studios 3D design software
- Collect site measurements
- Do a site analysis for each project
- Complete revisions and assist lead designer
- Create 3D base models for the lead designer to complete

PHASE #2: Framing

- Create detailed plans for hardscaping, landscaping, landscape lighting, etc.
- Train in our sales and design process
- Learn and create budget studies for projects

PHASE #3: Preparation

- Prepare RFPs for vendors and subs

- Assist team members during design meetings
- Assist team members in project management

PHASE #4: Guide

- Communicate with clients during the entire design/build process
- Work with clients on selecting materials

PHASE #5: Grow

- Help create systems and share ideas about how to make our processes more efficient
- Monitor project progress and work with contractors and engineers when issues come up
- Problem resolution – we believe that problems are the gifts we grow from.

General Duties and Responsibilities:

- Perform other duties as requested – generally be ready to step in and help when needed
- Ensure all company procedures and policies are followed

Required Skills, Abilities, Experience, and Education

Nice to Have:

- Design/architecture background, or related experience
- Knowledge/experience in construction, materials, methods and processes of construction.
- Experience with completing design/build projects on time and on budget
- Knowledge of Structure Studios

Must Have:

- Excellent creative skills and ability to listen deeply
- Commitment to providing the highest quality client experience
- Ability to manage simultaneous design projects at once
- Be capable of working with design teams and consultants through all design stages from concept through construction
- Proficient in MS Office, Google docs and cloud-based storage products

- Aptitude for learning new software programs
- Have outstanding design graphic skills
- Be a team player with a positive “can-do” attitude, who is fun, friendly, and professional
- Organized, detail-oriented, and have excellent verbal/written communication skills
- Have an entrepreneurial spirit
- Ability to self-direct/self-manage
- Reliable transportation, clean driving record, and full insurance coverage
- Maintain a professional appearance, that is in line with company culture

Behaviors and Aptitudes:

- Live and die by your word – If you say it, it gets done.
- Someone who owns their responsibilities 111%
- Willing to stand on principal and values
- Personal growth mindset
- Thrives in a fast-paced team environment
- Willing to speak their mind
- Personable
- Punctual – If you’re on time, you’re late.
- Constantly curious and brings new ideas to the table
- Not afraid to ask deep questions
- Instinctively jumps in to assist team members
- Always pushing the limits towards greatness
- Grateful
- Leads with passion
- Not afraid to be vulnerable
- Enjoys working with people and solving problems
- Has goals and loves life

Physical Demands

These physical demands are representative of the physical requirements necessary for a team member to successfully perform the essential functions of the Outdoor Living Design Associate role. Reasonable accommodations can be made to enable people with disabilities to perform the described essential functions of the job.

Work Environment

While performing the responsibilities of the Outdoor Living Design Associate position, these work environment characteristics are representative of the environment the team member will encounter.

While performing these duties, the team member is moderately exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet in

the office to loud when on job sites.

Job Type: Full-time

Salary: From \$40,000.00 per year

Benefits:

- 401(k) matching
- Paid time off
- Professional development assistance

Schedule:

- Monday to Friday

Work Location: In person / Remote

Ability to commute/relocate:

- Brodheadsville, PA 18322: Reliably commute or planning to relocate before starting work (Preferred)

Application Question(s):

- What are your top 3 core values?

Education:

- High school, Equivalent or Beyond

Experience:

- Design: Entry level

[Take a look at our website](#) to see if this opportunity gets you excited. If so, reach out to us with your resume: joshua@mymasterplan.com