



## Project Based, Flexible Hours, Part or Full Time...Cue Dream Job 🌳

Open Position~ Experienced Landscape Design Professional

**Firm:** J. Montgomery Designs, Inc. is an established luxury residential landscape architecture firm.

**Team:** The winning combination of a team of highly skilled professionals along with setting your own schedule allows each of us to achieve our own work-life balance. A decade before COVID, we've all been working in the privacy of our own homes because frankly it suits us. In order to provide our lofty standards of doing business, we maintain a uniquely supportive work environment for each other and uphold five core team values.

- Integrity- be honest, kind, fair, and do what's right.
- Dependability- be someone the entire team counts on.
- Excellence- bring your absolute best to every project, every time.
- Sportsmanship- be supportive and encouraging to the team. We succeed together.
- Stewardship- seeking to serve our clients and each other at the highest level with our products, customer service and our helpful attitudes!

**Position Overview:** Part time or Full Time

Set up & Prepare all or some of these Construction Documents in AutoCAD:

- Lighting Plan
- Materials board
- Hardscape Plan
- Standard Details
- Exiting & Demo Plan
- Irrigation Plan (including MWELo plans)
- Do you have a specialty? We are all ears.

### **Job Specifications:**

All Work done from your own home:

- Part-time and Flextime (w/ set collaboration hours)
- Must meet necessary deadlines and attend key meetings
- Competitive Salary (Based on experience)

**Required Skills:**

- Landscape Architecture Degree
- Residential Landscape Design Focus
- Proficiency in AutoCAD, Excel & Adobe Suite (tech savvy)
- Meticulous attention to detail, career minded, team player, & a customer service virtuoso
- 5+ years post-college relevant work experience

**Desirable Skills:**

- 10-30 years post-college relevant work experience
- Sketch-Up
- Lumion

**Required Accommodations:**

- In-home office. Properly equipped with infrastructure to accommodate working from home.
- Secure, reliable internet connection. Minimum speed of 25mbps download/10mbps upload, password protected. A hardwired cable connection from the router is preferred, but not required.

**Curious??** Let's start a casual dialog to see if you might be a good fit! I look forward to chatting with you.  
Cynthia Montgomery (925) 466-1475

**Ready!!** Email your resume & work samples to [cynthia@jmontgomerydesigns.com](mailto:cynthia@jmontgomerydesigns.com). Thank you!



[jmontgomerydesigns.com](http://jmontgomerydesigns.com)