

INTREEGUE ...is hiring!



About Us

WE are a boutique landscape architecture firm with vast EXPERIENCE that will INTRIGUE your senses. We provide a balanced approach of unique CREATIVITY with underlying ROOTS and environmental sensitivity with every project

Seeking: Business Development/Office Manager

Intreegue Design is seeking a talented person to join our team as a Business Development Manager/Office Manager. This role will be multi-faceted and will need someone with excellent organizational skills along with initiative. Knowledge of the A/E industry is a plus.

Important Duties will include:

maintain current client relationships, increase client base, writing proposals, researching business opportunities and RFP's, oversee the implementation of business objectives, marketing, involvement with our CRM software, involvement with our Project management software, assisting our CFO with invoicing and collections, office management.

What are we looking for?

SKILLS: Adobe Creative Suite (specifically using InDesign), Excel Proficiency, Ability to use CRM Software and Project Management Software, Excellent written and verbal communication, excellent written and verbal communication

EDUCATION: Minimum of Bachelor's Degree is required

OTHER: A valid driver's license is required.

Particulars:

Please email Resume as a pdf to office@intreeguedesigns.com include in the subject heading "Job Opportunity", No phone calls please

Our office is located outside of Baltimore City. Salary is commensurate with experience. Benefits include, health insurance, retirement plan with company match, paid vacation/holiday, bonuses paid on merit, education stipend.