



RootBound

Business/Office & Creative Content Manager

RootBound is a custom landscape design and management company. We mostly work in the high-end residential market along Lake Michigan. We are a small team of designers needing to fill a number of needs to help off-load task that round out our work flow and product. The following list of tasks is more than most people may have. But they represent some of the goals we look to fill as this position develops and we want to hear how you could fit in. We are willing to train as needed. We have a small, friendly work culture. We are flexible where we can be. And are looking for a good fit in personality or philosophy equally to the list of skill on a resume.

For information about RootBound check us out at rootbound.com, get into our social media, and if you feel you may be able to contribute something to our team, please touch base with garth@rootbound.com. Send a note or resume, and set up a time to meet with the principles (Garth and Lani).

Marketing:

News letter

Instagram

Photograph as necessary

Organize photo content

Post

Website

Populate site pages

Stage each client in the Client Portal

Podcast

Jobsite Signs

More...

General Small Office:

Client Support & Communication

Off-site errands

Limited banking bookkeeping support depending on experience or willingness to train

Minutes and Notes during significant meetings

Set up and plan meetings

Support Business strategy and planning

Assist lead designers in their daily tasks

Set up and confirm meetings

Help manage calendar and tasks in demand

Help manage contracts & maintenance agreements

Support purchasing

Misc. items as needed

Plant purchasing communications & bids

Editorial

Contracts

Scopes

Proposals

Pay and Hours:

20-40 hours a week as the position develops and depending on skills one brings

Hour's negotiable

Time worked from home negotiable

Some benefits

Imagine Life Outside