

## **Job Posting:**

Wertimer & Cline Landscape Architects in Charleston, South Carolina is seeking an entry level Landscape Architect with 1 to 4 years professional experience for immediate employment. Our practice is diverse, though the majority of our work is residential design, from smaller urban gardens to larger country homes. Our work also includes commercial and public projects, streetscapes, mixed-use and multi-family housing developments, green roofs, and roof gardens.

We seek an employee with project experience from conceptual design through construction administration. Special consideration will be given to those showing aptitude developing construction documents as well as strong technical and project management skills. Our small office requires efficiency, flexibility, and multi-tasking to meet our project needs and deadlines. The ability to present oneself effectively, and communicate professionally with clients is essential. We value critical, proactive thinking and a hands-on approach during all stages of design development and implementation.

### **Qualifying applicants should be prepared to complete the following tasks on a regular basis:**

- Research project background and requirements
- Synthesize site analyses, map site information- including plant identification- into document form
- Perform drafting and basic presentation work for a wide range of projects
- Prepare and assemble construction documents
- Prioritize and coordinate office projects and tasks with co-workers
- Prepare cost estimates and review bids and invoices
- Conduct on-site construction administration
- Meet with clients, architects, and contractors
- Compose various forms of correspondence

### **Requirements:**

- BLA or MLA degree required; minimum 1 year professional applicable experience
- Demonstrate some construction documentation and detailing experience
- AutoCAD, Adobe Creative Suite, and MS Office proficiency
- Strong written, oral, and graphic skills
- Ability to compose submittals to requisite public and private review boards and present at public hearings
- Capable of frequent travel to job sites during various stages of design and implementation
- Excellent organizational skills
- Ability to work efficiently and manage one's own time

Wertimer & Cline offers benefits, as well as a 401K plan, paid vacation and personal time, and paid holidays.

Interested applicants should send resume, cover letter, and samples of work in PDF format to Cindy Cline, at [cindy@wertimer.com](mailto:cindy@wertimer.com). Alternately, information could also be sent to the address below.

Please visit our website at [www.wertimer.com](http://www.wertimer.com) to view our work.

Cindy Cline  
Landscape Architect  
Wertimer + Cline Landscape Architects  
171 Church Street Suite 350  
Charleston, SC 29401