



At Enea, we exist to improve quality of life worldwide by providing thoughtfully and expertly designed landscapes for all to experience. Our focus on design, development and construction of custom gardens and spaces is made possible thanks to the exceptional standards and dedication of our teams in Switzerland, New York City and Miami. This commitment to excellence and the diverse makeup of our world class team drive our organization forward. At Enea, every team member plays a critical role in the success of all other team members, as well as our overall mission. Therefore, we are committed to bringing in only the best and brightest who are excited to rise to the challenge. Enea Landscape Design NYC is looking for a

## PROJECT MANAGER - MIAMI (f/m)

ENEA GARDEN DESIGN - MIAMI

### Job overview

Enea Garden Design, Inc is looking for a Landscape Architect / Project Manager for a fulltime position at our Miami office. The ideal candidate will work in the Miami office alongside a team of landscape architectural designers to provide our clients with the award - winning services they have come to expect from our firm.

### Key Responsibilities include, but are not limited to:

- Independently communicate and coordinate with internal team, clients and consultants
- Schedule and coordinate multiple projects simultaneously
- Attend / lead project meetings
- Manage projects to work within budgets and timelines
- Demonstrate interest and ability to engage in mentorship and professional guidance of junior staff
- Coordinate the development of construction drawings, including coordination with project team
- Maintain project workflow organization including the management of CAD standards, preparation of meeting minutes, and maintaining project file structure
- Generate and test conceptual design ideas via both hand and computer graphics
- Lead special projects that contribute to the operation and innovation of the firm, such as assisting with marketing activities, design research, and development of firm documents
- Know and clearly understand the proposal and scope of each project
- Maintain records, prepare reports, and compose correspondence relative to the work
- Plan, organize and supervise the development and preparation of landscape drawings, specifications, etc
- Review and make recommendations concerning landscape architecture and design
- Independently provide design solutions graphically in a creative and timely manner
- Review shop drawings for accuracy and conformity with approved plans and specifications
- Interpret landscape plans and specifications, as well as local codes and regulations related to the work

# enea

- Perform Construction Administration services
- Independently provide landscape architecture planning and design documents, including presentation graphics, construction documents and construction specifications
- Oversee, coordinate and present detailed plans and working drawings, including applications, construction details and specifications for the project
- Conduct preliminary analysis of the site (inventory and analysis, incl. existing vegetation, grades, soil, buildings, roads)
- Perform plant selection and tree tagging
- Coordinate and liaise with manufacturers, suppliers and construction professionals
- Attend meetings with clients and other professionals for coordination purposes
- Observe job sites to ensure that the design and quality is being adhered to
- Demonstrate leadership to foster positive motivational experience to design staff

## Requirements

- 8+ years of experience under a licensed landscape architect is required
- Bachelor's degree or Master's Degree in Landscape Architecture from an accredited program
- Relative experience in high - end residential design; additional experience in large - scale developments and condominium developments is a plus
- Excellent communication and project management skills
- Demonstrated leadership in project development processes from concept to construction administration, including technical aspects that are inherent to successful projects
- Ability to translate conceptual design into construction drawings and details independently
- Experience coordinating projects as a contributing member of a collaborative team.
- Demonstrated production of presentation quality graphics and renderings
- Excellent written and verbal skills to interface with team members and clients
- Working knowledge of Florida plant materials
- Excellent graphic communication Skills and familiarity with design software (AutoCAD; Adobe Creative Suite; Microsoft Office; Sketchup (preferred))
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards
- Strong visual awareness and an eye for detail, including demonstrated production of presentation quality graphics and renderings
- Interest and ability to engage in mentorship and professional guidance of junior staff
- Must be able to travel locally and internationally

## WANT TO JOIN US?

Please provide resume and work samples to the email below. Resumes with no work samples will not be considered. Keep file size to a maximum of 10mb. No phone calls please.

Maureen Harris - [m.harris@enea.ch](mailto:m.harris@enea.ch)