



# Caretaker

## Landscape and Tree Management™

### JOB DESCRIPTION

#### Business Development Coordinator

**Classification**

Exempt

Applicants can send a cover letter and resume to [careers@caretakerinc.com](mailto:careers@caretakerinc.com)

**Salary Grade/Level/Family/Range**

DOE

**Reports to**

GIS Analyst

#### Summary/Objective

A GIS Technician / Business Development Coordinator provides support to the GIS Division, Business Development Team, Tree Division, and Enhancement Division to gather data, create maps, and help produce bids for all RFPs. This person will be responsible for mapping, measuring, and collecting data for tree inventory, property boundaries, proposals pricing as well as various other tasks. As a Business Development Coordinator, they will work with the different departments (trees, enhancements, business development, and maintenance) to ensure proper and timely deliverables are met on all proposals. This person will work with minimum supervision.

#### Essential Functions

- **Mapping**
  - Uses GIS techniques to gather data and create maps and graphs for multiple services including (but not limited to):
    - Community boundaries
    - Tree inventory, work zones, removals, etc.
    - Scheduling / service rotation
    - Irrigation systems
    - Specialty requests
  - Meets with BD Team to define data needs, project requirements, and projected outputs
  - Maintains maps of all current properties
  - Extracts data from the maps to provide information to the BD team for all RFPs
  - Presents information to team members and explains data ensuring data accuracy
  
- **RFPs (Request for Proposals)**
  - Gathers, analyzes, and exports data from maps into the budget template
  - Keeps all GIS data for RFPs organized and available for use
  - Works with team members on all revisions necessary

- **NCOW (New Client Orientation Worksheet)**
  - Provides information for NCOW to the BD Team and tracks progress
  - Takes part in the NCOW turnover meeting with BDM and AM
  
- **Archiving**
  - Scans all external documents to place in electronic job folder
  - Keeps BD drive clean and organized
  - Completes periodic audits of current client files
  - Retrieves stored maps when needed
  
- **Competencies**
  - Organizational Skills
  - Excellent Follow Up Skills
  - Collaboration Skills
  - Analytical Skills / Problem solving
  - Communication Proficiency
  - Information gathering and ordering
  - Multi-tasking skills
  - Observe safety and security procedures
  
- **Supervisor Responsibility**
  - None

### **Non-Essential Duties and Responsibilities**

- Attend BD Team meetings on a regular basis
- Attends internal education classes as schedule allows

### **Work Environment**

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Talk or hear
- Stand and walk – may require to stand/walk 8-10 hours a day
- Crouch on narrow and/or slippery surfaces
- Stoop, kneel, bend to pick up objects
- Use hands to finger, handle or feel
- Reach with hands and arms
- Sit for extended periods of time
- Use computer for extended periods of time
- May work outdoors on uneven terrain, sloped ground, uneven surfaces
- Move list and carry objects weighing up to 50 pounds

#### **Position Type/Expected Hours of Work**

This is a full-time position: (some evening and weekend work may be required)

#### **Travel**

Travel is primarily local during the business day

### **Required Education and Experience**

- Bachelor's degree in GIS, Geography, Computer Science, Surveying Engineering, or other related discipline.
- One year of experience in industry related field.
- Any combination of experience and education sufficient to perform the essential functions.

### **Additional Eligibility Qualifications**

- Ability to understand and meeting customer's goals and needs
- Horticulture knowledge for tree identification
- Positive energy level
- Take ownership of the BD Coordinator position
- Ability to work well with a team and independently
- Proficient in MS Outlook, Word, Excel and PowerPoint
- Experience with CRM software (i.e.Salesforce)
- Ability to seek and accept feedback

### **EEO Statement**

Caretaker is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants.

### **Other Duties**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

This employer participates in E-Verify and Drug Testing.