



Professional Grounds, Inc., is a full-service landscaping company located in Springfield, VA, serving Washington DC and Northern Virginia since 1974. Professional Grounds performs commercial landscape management throughout Northern Virginia.

Summer Internship Opportunity:

Summer internship position available with an opportunity to turn into a fulltime position. We offer competitive pay, great hours, and the opportunity to work in a fun, fast paced environment. We will also provide you with the training materials and pay for you to become a Certified Pesticide Applicator if you do not already have a license.

Job Description:

This position will be a “hands on” summer internship working closely with our area managers as they meet with and service clientele throughout Northern Virginia. **It’s a great experience and every day is different!**

You will be expected to:

- Attend onsite meetings with existing clients (with an employee at PGI) to discuss:
 - Our quality and services and client expectations
 - Enhancement Opportunities (drainage, new plantings, tree removals, turf renovation etc.)
 - You will be expected to attend some meetings on your own and/or investigate clients requests.
- Learn our estimating software to be able to accurately and efficiently provide proposals for those enhancement opportunities
- Attend onsite meetings and perform site walks when Request for Proposals are sent for potential new clients
- Perform Qa/Qc site visits of our existing clients to ensure our crews are maintaining properties at the level we demand.
- Create site inspections reports of existing clientele and potential clientele to create enhancement opportunities.
- Show Enhancement jobs to our enhancement crews and ensure they are produced properly.
- Perform Business Development duties (Stop in offices to drop off brochures, email prospective clients) to procure bid opportunities on new properties.

Professional Grounds, Inc. is drug free work place. Any employment offer will be contingent upon passing a drug test and background screen. All qualified applicants will receive consideration for employment regardless of age, race, creed, religion, sex, national origin, or disability status. All qualified applicants must have a valid driver's license and a clean driving record. EOE/M/F/D/V

Requirements

- Must have access to a car on a daily basis with a valid driver's license
- Excellent Communication and Interpersonal Skills, must be confident and assertive
- Knowledge of MS Office
- Ability to work as part of a team
- Bilingual Spanish is a plus

Qualified applicants please submit cover letter and resume to be considered.

If you're interested in summer internship opportunities with **Professional Grounds, Inc.** please send you resume to jon.z@progrounds.com.

Check us out online www.progrounds.com

Jon Zalewski

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