**Vice President of Communicaitions & Sales**

Job Description

 The responsibilities of the Vice President of communications and sales include communicating with the employees and customers, providing estimates, hiring employees, job scheduling, and shop management.

To be successful as a Vice President of communications and sales, you should have superior communication skills and the ability to drive company success. Ultimately, a top-notch Vice President of communications and sales should have knowledge of the landscaping/construction industry, strong organizational ability, excellent customer service, interpersonal, and communication skills.

Responsibilities and Duties

* Reports directly to company president.
* First point of contact for customers/prospects through phone, email, and in person. Providing proposals to customers and communicating throughout the process.
* Responsible for interviewing, hiring, development, and terminating of personnel as necessary.
* Responsible for corresponding with employees, customers, and vendors with the ability to make decisions in line with the best interest of the company.
* Accountable for shop organization and supply ordering.
* Establishing, assigning, and tracking maintenance schedules for equipment.
* Implementing safety training and company processes to increase efficiency.
* Access to phone and email to receive updates/correspond with team members.
* Report weekly progress to President.
* Prepare weekly schedules for the mowing and project teams prior to Monday at 6:30am when employees arrive.
* Obtain hours worked from team supervisors for employees and gardening/weeder. Provide hours to president prior to end of day Saturday for payroll.

Qualifications and Skills

* Communication
* Customer Service
* Planning
* Problem Solving
* Motivating
* Analysis
* Negotiating
* Delegation

Salary and Benefits

* $40,000 – 50,000 base plus commission
* Medical, dental, and vision insurance
* Company vehicle
* Company phone
* Company apparel
* Continuing education