

# General Manager

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**Job Description:**

Title: Landscape General Manager  
Reports to: Company President  
Position: Full Time  
Salary Range: \$75,000 + Profitability Bonus

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**Job Summary:**

Responsible for running efficient and profitable operations of Company – based in Castle Rock  
Director of daily operations and front line staff

**Summary of Essential Job Functions:**

Oversee daily commercial landscape maintenance services and snow removal operations  
Monitor job costs and profits  
Manage ordering, delivery, and inventory of hardscape materials for all projects  
Meet daily with front line staff (both beginning and end of day)  
Manage customer contract documents, work orders, sales leads, and general requests  
Attend client meetings which include after hour BOD meetings  
Oversee new growth opportunities and prospects for sales team  
Ability to work +60 hour work weeks as needed

**Minimum Requirements:**

Minimum of ten years of experience in landscape management  
Minimum of five years of experience as a General Manager or Operations Manager  
Proficient with accounting software, bidding software, Microsoft Office Suite (Word, Excel, Outlook)  
Extensive knowledge of sales, marketing and client services  
Vast knowledge South Metro Denver Geography, Clientele, HOAs, Commercial Sites, and Medical Sites

**Preferred Qualities:**

Ability to excel in a highly organized environment  
Superior abilities to multi-task  
Strong understanding of budgeting and job costing  
Excellent organizational and scheduling skills  
Strong analytical skills bringing fresh concepts and ideas to Company  
Proven leadership and problem solving skills  
Ability to work well with all employees  
Ability to communicate with Spanish speaking staff  
Ability to work independently  
Manages time effectively  
Superior problem-solving skills  
Superior decision-making skills  
Excellent training, delegation and conflict management abilities

**How to Apply:**

Send resume to [erica@coloradopropertycare.com](mailto:erica@coloradopropertycare.com) or fax resume to 303-346-4390.