

Beals Alliance, Inc.

FIRM: Beals Alliance, Inc., Sacramento

POSITION TITLE: Production Intern

EXPERIENCE REQUIRED: 0+ years

No experience required, however, preference will be given to those with experience in Landscape Architecture or a related field such as Civil Engineering or Architecture.

EDUCATION REQUIREMENTS: Completion of the third year of a Bachelor of Science Degree in Landscape Architecture program from an accredited College or University is required. Candidates pursuing a degree in the field of Civil Engineering, Architecture or a related field will also be considered although Landscape Architecture is the preferred degree.

FIRM DESCRIPTION: Beals Alliance is a 28 year old multi-disciplinary firm with an office located in Sacramento, California. The office consists of three studios; Public Landscape Architecture, Private Landscape Architecture and Education and Athletic Planning and Design. The staff of about 20 people operate in a quality centered, creative learning environment with a team approach to project design and strong client relationships.

POSITION DESCRIPTION: Production administration responsibilities may include but are not limited to the following: • coordinate transmittal of written documents to clients, consultants, vendors, etc. • produce and modify product documents, including meeting items, transmittals, specifications, and spreadsheets • contact clients, consultants, and vendors via telephone and electronic media • create, update and organize project folders and files as required • organization of project samples, materials, and miscellaneous material storage • delivery and pick-up of project-related items • assist Project Managers with production related duties • construction services support • cost estimating support and data input • proof reading of documents • vendor library organization. In addition, general assistance may be provided to the Marketing Department based on need. Marketing assistance may include preparation of graphics for proposals and presentations, and maintaining marketing materials.

QUALIFICATIONS: The position requires an individual who has varied clerical skills, strong written and verbal communication skills, familiarity with word processing and spreadsheets, the ability to multi-task when working on a variety of projects with minimal supervision, is well organized and dependable, and can assist the production teams.

COMPENSATION: Hourly rate is dependent upon experience. No benefits are provided with this position.

CONTACT INFORMATION: Email, Mail, or Fax Resumes to (Feel free to include a Cover Letter and Portfolio Material or Project Examples):

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For more information, feel free to visit our website at www.bealsalliance.com.