

**Who YOU Are:**

**Looking for real world office experience? Want to build your skillset in organization, time management and analytical skills? Looking to start getting your ‘feet wet’ in an organization that can lead to an exciting career?**

**Then we want to hear from YOU!**

**Who WE Are:**

**Livingstone Landscaping Ltd. is the largest Landscaping Firm operating in Southwestern Manitoba & Southern Saskatchewan, with our office based in the City of Brandon. We pride ourselves in our exceptional customer service and outstanding team of employees. We offer a rewarding, friendly environment with great health benefits and competitive wages.**

**THE INTERNSHIP**

This is an ongoing, PAID Internship starting September 30, 2019. Our office is located in the industrial sector of the city – 370 Park Avenue East.

You are going to get a wide variety of experience in the following areas:

- Commercial Estimating and Contracts
- Residential Estimating and Contracts
- Experience with ongoing Client Relationships
- Experience with assistance in Project Management

**Don't worry, we WON'T ask you to run for coffee.**

Our internships are a ‘first step’ into the actual job. You will be directly involved in projects and given actual tasks. In other words, you’re integrated right into the team!

We hire! We can't promise to have a permanent position for every intern. But make no mistake, following the internship, we will hire as many interns into their position as possible.

**INTERESTED? What you should have:**

- Understanding of Contracts, Contract Management and Negotiation skills
- Know how to ‘crunch the numbers’ (i.e. Financial, Accounting, etc.)
- Pursuing a degree, diploma or certificate at an accredited institution in a relevant program.
- Excellent communication skills (both written and verbal)
- Ability to work collaboratively and independently.
- Highly developed organizational skills with a strong attention to detail and accuracy
- Proficient in Microsoft Office Suite (Word, Excel and PowerPoint)
- QuickBooks experience or willingness to learn



**APPLY NOW:**

**STEP 1** – Fill out our Online application form <https://livingstoneltd.com/employment/>

**STEP 2** – Submit a completed application form with Resume; In-person or Email

**STEP 3** – Interview Process

**STEP 4** – Your Internship Begins!

*\*\* Please Note: we Thank all those that apply, however only those selected for an interview will be contacted.*