



TERMS OF REFERENCE
WILJU GROUNDSKEEPING AND JANITORIAL SUPPLIES CORPORATION

Position Needed: **LANDSCAPE ARCHITECT**

Location: 3/F Asian Pacific Center, 26 Harvard St., Cubao,
Quezon City Contact number: 0917-890-5118

Email address: andaya.wilju@gmail.com; wiljugjsc@wilju.com;
junealvarezwilju@gmail.com

Contact Person: Ms. Domilyn Andaya, Finance Officer

I. Company Background

WILJUGJSC has established its expertise in landscaping through more than fifteen (15) years of professional experience of its founder in urban forestry, parks and garden management, public landscape development, and metro green development planning. The company has been involved in a wide range of commercial and private landscaping projects, covering landscape design, construction, installation, and maintenance.

WILJUGJSC specializes in both interior and exterior landscape works, including softscape installation and enhancement, grounds and lawn renovation, and hardscape construction such as pathways, pavements, trellises, pergolas, walls, decks, patios, and other timber works. The company also undertakes water features such as fountains, pools, ponds, and waterfalls, garden lighting, and other outdoor amenities.

II. Purpose of the Position

The **Junior Landscape Architect (Pre-Entry Level)** shall provide general landscape architectural support for the planning, design, and development of WILJUGJSC's landscaping proposals and projects. The position is intended for an entry-level or early-career professional seeking hands-on experience and mentorship in landscape architecture practice.

The Junior Landscape Architect shall report directly to the **President and Chief Executive Officer** and work closely with senior staff and project teams. The role focuses on assisting in conceptualization, design development, drafting, modeling, estimation, and preparation of presentation materials for clients, while progressively developing technical, creative, and professional competencies.

III. Duties and Responsibilities

Under the supervision and guidance of management and senior staff, the Junior Landscape Architect shall assist in the following duties and responsibilities:

1. Assist in the preparation of conceptual landscape designs based on project requirements and design briefs.

2. Support site analysis and site assessment, including documentation of existing conditions, site constraints, and environmental considerations.
3. Help develop preliminary site planning schemes, layout options, and spatial studies.
4. Prepare conceptual drawings, sketches, 3D models, and basic visualizations for internal review and client presentations.
5. Assist in revising and refining designs based on management and client feedback.
6. Support the preparation of working drawings, basic specifications, and schedules of quantities for cost estimation and project implementation.
7. Assist in the quantification of landscape materials and preparation of preliminary cost estimates.
8. Prepare presentation materials, reports, and graphic outputs for proposals and project submissions.
9. Assist management in the on-site implementation of landscape installation works, including coordination with contractors, suppliers, and site personnel to ensure design intent and project requirements are properly executed.
10. Participate in site inspections, monitoring, and documentation of landscape installation and construction activities.
11. Assist in ensuring that landscape works are implemented in accordance with approved drawings, specifications, timelines, and quality standards.
12. Perform other related duties and responsibilities as may be assigned by the President & CEO to support project delivery and professional development.

IV. Qualifications, Skills, and Knowledge Requirements

WILJUGJSC is seeking a motivated, trainable, and environmentally conscious individual with a strong interest in landscape architecture and design, and with the ability to work effectively with diverse teams and stakeholders.

Minimum Qualifications:

- Bachelor's degree in Landscape Architecture, Architecture, or a closely related field
- Fresh graduates are encouraged to apply; 1–2 years of relevant experience is an advantage but not required

Technical Skills:

- Basic to intermediate proficiency in drafting and modeling software such as AutoCAD, SketchUp, Enscape, and/or Lumion
- Working knowledge of Adobe Creative Suite (Photoshop, Illustrator, InDesign) is an advantage
- Familiarity with Rhino or Revit is a plus but not required

Personal and Professional Competencies:

- Ability to work collaboratively as part of a team and effectively interact with people from all walks of life, including clients, consultants, contractors, and site personnel
- Willingness to engage in field work, including site visits, inspections, and hands-on participation in landscape installation and implementation
- Physically and mentally prepared to work in outdoor and site-based environments as required by projects
- Willingness to render extra working hours when necessary to meet project deadlines and respond to time-sensitive requirements
- Strong work ethic, sense of responsibility, and commitment to delivering quality outputs within limited time frames
- Willing to learn, open to feedback, proactive, and able to take initiative

- Capable of working independently while contributing positively to team objectives
- Innovative, adaptable, and open-minded in approach to design and problem-solving

Other Requirements:

- Willing to work onsite in Cubao
- One (1) full-time position available

V. Application Process

Interested applicants may submit the following:

- Application letter
- Comprehensive resume with attached photograph
- Character references and other supporting documents

Applications should be addressed to **Mr. June M. Alvarez, President & CEO**, and sent via email to wiljugisc@wilju.com, andaya.wilju@gmail.com or junealvarezwilju@gmail.com