The Hamlet on old Oyster Bay is looking for a summer intern. We are a gated community of 370 units consisting of Homes, Villas and Carriage style residences.

This is a Paid summer position which could lead to additional winter projects.

Salary to be determined at interview.

Location: 1 Hamlet Drive Plainview NY 11803

Start date May 1 2015

Job requirements:
- Over see plantings by local Landscape Company
- Be a liaison between Homeowners Association, General Manager and Landscape Company
- Maintain planting records generated by residents
- Maintain spread sheets and follow up on completion of job requests.
- Cost analyze of material, plantings, etc
- Must be proficient in Word and Excel programs
- Other duties assigned relating to Horticulture.

Please contact General Manager Carl Nunziato at 516 692 8700 if interested, please also fax resume to 516 692-8787 with cover letter of interest.