

Position: Sales Associate - Green Goods Sales

Department: Landscape Supply

Reports To: Location Sales Manager

JOB SUMMARY: Work as a member of the Landscape Supply sales staff in assisting customers with purchasing and distributing all types of landscape supply materials that specialize in green goods.

Duties and Responsibilities:

- Accurately facilitate orders, offer substitutes, and invoice customers for the purchase of materials
- Provide outstanding customer service in a professional manner
- Communicate with sales staff, Product Line Inventory Specialist and Product Line Manager to facilitate customer needs
- Answer customer questions via phone, email, text, and in person about specific products
- Accurately estimate the amount of material needed based on customer needs
- Help coordinate deliveries and direct sales orders
- Tag pre-sold material for future distribution
- Assist Green Goods Product Line Inventory Specialist personnel with inventory control
- Attain the skills necessary to monitor/analyze the market and competitors and offer advice regarding pricing and inventory selection/levels

Knowledge, Skills and Abilities required:

- Knowledge of business and other applicable computer-based and smart phone applications to allow efficient training on applicable systems
- Knowledge of general office equipment (fax, copier, telephone, adding machine)
- Ability to communicate in both oral and written form
- Knowledge of green goods and related products and a willingness to learn our inventory
- Ability to work as a member of a team in a fast paced environment
- Strong problem solving skills
- Ability to discern customer needs and direct them in the purchasing process
- Ability to complete tasks in the appropriate time frame and respond to requests in a timely fashion
- Self-Starting individual able to work independently and as a team

Credentials and Experience:

- Minimum 3 years experience in a sales environment related to the landscape or horticulture professions
- Minimum High School Diploma or GED
- Advanced course work in horticulture or equivalent field experience as a paid employee of a horticulture related business