

O'Donal's Nursery. LLC
Immediate Opening
Perennial Buyer and Outside Salesperson



Scope

- Full-time, seasonal position (approximately mid-March through mid-December).
- Includes mandatory overtime in the spring and weekend rotations throughout the season.
- Reports directly to the Outside Sales Manager.

Personal Qualities

- Displays a happy, positive, courteous attitude to all vendors, customers, and co-workers.
- Enjoys working outside with plants and people in variable weather conditions.
- Flexible and eager to work outside regularly assigned duties and responsibilities.
- Team player who works well with others.
- Self-motivated to complete quality work.
- Solid organizational skills.
- Honest, dependable, and loyal.

Perennial Buyer Responsibilities

- Use sales histories, current market conditions, consumer trends, and seasonal plant availabilities to determine which products to order.
- Choose vendors based on plant availability, quality, cost, reliability, trust, and customer service.
- Create the plant orders in a timely manner.
- Accept deliveries, confirming plant quality and order accuracy.
- Reconcile bills of lading and invoices at time of delivery.
- Ensure perennials are tagged with the proper label and price.
- Place plants in the proper location with correct signage.
- Accountable for the overall quality of perennials, including daily watering, pruning, and fertilizing.
- Track and report any perennial crop failures.
- Maintain inventory accuracy of the perennial department.
- Select perennials and ground covers for inclusion in the Reference Guide.

Outside Salesperson Responsibilities

- Be available to assist customers in choosing the correct plants for the correct place.
- Help customers find solutions to challenging situations and garden difficulties.
- To the best of your ability, ensure that customers will succeed with their plant and product choices.
- Promote other company products that will help their plants thrive and/or improve their gardening experience.
- Teach customers proper planting techniques and plant maintenance.
- Suggest alternatives or substitutes if a plant variety is not in stock.
- Explain our guarantee and return policy.

Qualifications

- Thorough horticultural knowledge with an emphasis on perennials.
- 3 years of experience in a retail nursery setting.

How to Apply

Email your cover letter, resume, and 3 references to: onurser1@maine.rr.com
job posting January 13, 2012
