

**Position:** Sale Associate/Product Line Specialist - Green Goods

**Department:** Landscape Supply-Park City

**Reports To:** 1. Location Manager 2. Product Line Manager

**JOB SUMMARY:** Work as a member of the Lurvey Supply Sales Team to provide our customers and team members with an unparalleled level of service and support. Assist our customers with orders, product selection and needs pertaining to our inventory and services offered. At the same time, you will work as a member of the Green Goods Inventory Team to maintain inventory quality and quantity, inventory accuracy, and procure the Green Goods required to provide our customers with the highest quality materials available.

**Duties and Responsibilities:**

- Accurately receive incoming product
- Track and maintain records for ordering, forecasting, inventory adjustments, and quality issues
- Communicate with sales staff, Product Line Inventory Specialist and Product Line Manager to facilitate customer needs
- Maintain accurate inventory counts in the system
- Tagging product as it is received
- Manage inventory maintenance for highest quality
- Offer advice to sales staff and PL Manager on product updates and requirements
- Identify inventory issues and communicate them clearly to the PL Manager and/or the Sales Team
- Accurately facilitate orders, offer substitutes, and invoice customers for the purchase of materials
- Provide outstanding customer service in a professional manner
- Answer customer questions via phone, email, text, and in person about specific products
- Accurately estimate the amount of material needed based on customer needs
- Tag pre-sold material for future distribution

**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 is necessary and a willingness to learn our inventory is a must
- Ability to work as a member of a team in a fast paced environment
- Ability to lift a maximum of 40 lbs.
- Strong problem solving skills
- Knowledge of basic plant pathology and solutions
- Ability to complete tasks in the appropriate time frame and respond to requests in a timely fashion
- Ability to discern customer needs and direct them in the purchasing process



- Self-Starting individual able to work independently and as a team

**Credentials and Experience:**

- Minimum 3 years experience working in an 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