We are looking for a driven Nursery Sales Associate to join our team. Sales Associate responsibilities include handling phone orders, placing orders for plant material, processing invoices, generating estimates, and advising walk-in customers on plant material. Sales associates work closely with customers to determine their needs and recommend appropriate substitutions. You should be able to work in a high energy environment, in all types of weather, and lift up to 50 pounds. The duties of a sales associate are to provide excellent customer service first and foremost, and assist in general nursery duties when you are not assisting customers.

**Responsibilities**

* Ensure customer satisfaction through excellent customer service
* Quickly greet and assist arriving customers
* Build productive trusting relationships with customers
* Answer phone inquiries in a pleasant and professional manner
* Ensure orders are prepared for pickup when customers are ready
* Respond to order and estimate inquiries quickly
* Assist in maintaining accurate inventory
* Assist yard manager with unloading of trucks
* Update and create extended descriptions for inventory items
* Assist in maintaining appearance of the sales yard
* Assist with nursery maintenance that includes include cleanup, pruning, spacing, and weed control
* Assist with special projects in the office
* Update website and social media pages as needed
* Be open and flexible to duties not included in the job description

**Skills**

* Proven work experience as a sales associate or similar role
* Basic understanding of sales principles and customer service practices
* Solid communication and interpersonal skills
* A friendly and energetic personality with customer service focus
* Availability to work Saturdays during peak season
* Education and/or experience in Horticulture with a familiarity of ornamental plant material is **necessary**.

This is a permanent, full-time, seasonal position (February through November), with hourly pay DOE. Dental, vision and health insurance offered after 60 days, and 401K available after one year of employment. A successful applicant will be required to pass a drug test prior to employment.