



Position Available: Wholesale Nursery Buyer

About Devil Mountain Nursery

Devil Mountain Wholesale Nursery provides landscape professionals with access to more plant varieties than any other wholesale nursery in Northern California. We pride ourselves in having a knowledgeable sales staff, quality plants, and extensive delivery capacity throughout the region.

We operate four nurseries in Northern California: San Ramon, Petaluma, Morgan Hill and Clements, where our growing ground is located. Our buyers also travel to quality growers throughout the country – from small specialty growers to the largest in the nation – in search of the exceptional plants for our professional customers. Visit us online at devilmountainnursery.com.

Position Summary

We are seeking a driven and detail-oriented Buyer to be part of our brokering team. You will be responsible for selecting and purchasing plant material for our rapidly growing wholesale nursery. Your responsibilities will include filling special orders for our sales team, processing purchase orders, negotiating with vendors, tracking orders, creating and maintaining an inventory, quality assurance and liaising with the sales department, receiving, and dispatch at all locations.

Primary Responsibilities:

- Research and source special order material for Sales Team
- Daily Vendor Purchase Orders issued, verify receipt of items, and resolve shipment errors or damages with Vendors
- Process paperwork promptly for payment
- Analyzing Order Points & Order Quantities monthly, to prevent stock outs, over stock, or dead inventory
- Effectively negotiate with vendors for optimum pricing without compromising quality
- Manage relationships with key vendors
- Update and maintain accurate vendor information
- Liaison between departments and vendors
- Logistics
- Contact vendors to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems

Skills & Knowledge

- Positive attitude
- Excellent communication and interpersonal skills
- Constant attention to detail and excellent problem-solving skills
- Knowledge of plants
- Ability to prioritize and multi-task in a fast-paced environment

Preferred Experience

- Used to working in various aspects of Inventory Control, Logistics, Purchasing and Forecasting. Candidate should possess good communication skills (verbal & written)
- Computer literate - Microsoft Office package (Word, Excel, and Outlook), POS, inventory management software, etc.
- 2+ years of experience in plant procurement or minimum 3-5 years of experience in the landscape, nursery fields or relevant industry

Compensation

Commensurate with industry standards. Benefits include

- 401(k) with Employer Matching
- HMO and PPO Health Plans
- Dental and Vision Plans
- Vacation Plans
- Paid Holidays
- Sick Pay
- Tuition Reimbursement

To Apply

Send an application or resume and cover letter to employment@devilmountainnursery.com.