



Position Available: Inventory Coordinator

About Devil Mountain Nursery

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

We operate ten nurseries and growing grounds throughout California. Our buyers also travel to quality growers throughout the country – from small specialty growers to the largest in the nation – in search of the most exceptional plants for our professional customers. Visit us online at devilmountainnursery.com.

Position Summary

Devil Mountain Wholesale Nursery is looking for an Inventory Coordinator to handle various inventory control and data entry functions under the supervision of the Sales Manager and Plant Health Specialist. An ideal candidate is reliable, detail oriented, and has experience in a busy office. Ability to write and speak Spanish a plus. Horticultural knowledge is also a plus.

Primary Responsibilities

- Review of various inventory reports within our various software systems for locations both in Morgan Hill and La Selva Beach
- Site visits to the La Selva Beach maybe necessary weekly and mileage reimbursement will be paid for company travel
- Research and correct inventory counts in the system per standard operating procedures
- Entry of Build of Materials into ERP and other various data entry
- Communicate with sales, purchasing and yard employees to resolve inventory count issues or ERP system issues relating to inventory
- Perform cycle counts
- Assist in plant container labeling
- Various other office and yard tasks assigned as needed

Requirements

- Office Experience of two years or more desired
- Ability to write and speak Spanish preferred
- Proficient in Microsoft Word, Excel & Outlook
- Excellent written and verbal communication
- AA degree or higher desired
- Knowledge of plant nomenclature a plus

Job Specifications

Will work both indoors and outdoors on uneven ground surfaces. Must be able to remain in a stationary position (sitting or standing) more than 50% of the time.

Lifting requirements: Up to 15 lbs 25% of the time. Lifting heavier weights should be rare and they should ask yard employees for assistance when heavier plants need to be lifted.

Benefits Offered

- 401(K) with company matching of 4% once eligible
- HMO and EPO health plans with Kaiser and Anthem, employer pays portion of premium
- Basic Life Insurance provided by employer
- Dental, Vision, and other voluntary insurances offered
- Vacation, Sick, and Holiday pay offered

To Apply

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