



Position Available: **Procurement Specialist**

Primary Responsibilities

- Research and source special order plant material for Sales Team
- Daily vendor purchase orders issued, verify receipt of items, and resolve shipment errors or damages with vendor
- Process approval paperwork promptly so payment can be issued to the vendor
- Effectively negotiate with vendors for optimum pricing without compromising quality
- Maintain positive and cohesive relationship with vendors
- Acts as liaison between various departments within the company and the vendor
- Works with vendor to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems
- Handles various logistic issues on getting plant material to where it needs to be timely
- Updates and maintains accurate vendor information in the system
- Stays abreast of changes in product, prices, term discounts, etc.
- Involvement in special or annual inventory projects
- Involvement in pricing projects and updates
- Participant in various administrative tasks and other projects as needed

Experience and Other Requirements

- Experience working in a nursery or horticulture for at least 2 years
- Proficient in Microsoft Word and Excel
- Excellent written and verbal communication
- AA degree or higher desired
- Experience using an ERP accounting software necessary

Job Specifications

This is an "in office" position, no work from home option available except for short-term exceptions that require approval by upper management. Must be able to remain in stationary position of either sitting or standing. Extensive typing and 10-key use required. Gross grasping and use of hands and fingers required. Will frequently work in both office and nursery yard and will experience outdoor weather conditions and uneven ground surfaces. Lifting requirement of up to 20 lbs., 20% of the time.

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 a resume and cover letter to employment@devilmountainnursery.com.