



Position Available:

Procurement Stocking Specialist

Primary Responsibilities for Stocking

- Use ERP to manage inventory at assigned Devil Mountain Nursery selling location by transferring material from production sites and purchasing from vendors when necessary.
 - Assist in stocking other locations as needed
- Analyze inventory data regularly, to keep in-demand inventory in the store and to prevent overstock, or plant loss.
- Communicate clearly and often with the yard managers, receiving and yard staff about incoming inventory as well as monitor quality of received plant material.
- Additional tasks as needed.

Primary responsibilities for Procurement (Brokering)

- Research and source special order material for Sales Teams.
- Work closely with Procurement teams at other Devil Mountain locations to research and source special order material for Sales Teams; offers substitutions of material if available and communicate the same.
- Maintain positive and cohesive relationship with vendors
- Effectively negotiate with vendors for optimum pricing without compromising quality
- Remain aware of (and able to communicate about) changes in vendor product, prices, term discounts, etc.
- Contact vendors to schedule or expedite deliveries and to resolve shortages, missed or late deliveries and other issues
- Produce Purchase orders, verify receipt of items daily. Process paperwork for timely payment.
- Coordination and planning relating to inventory movement. (Brokering and transferring)

Experience and Other Requirements

- Proficient with Microsoft Office Suite
- Strong excel skills
- Multi-tasking and time management skills, with the ability to prioritize tasks
- Excellent communication and interpersonal skills
- Experience working in a nursery, in the landscape industry, or a related field
- Knowledge of plant identification, and quality
- Bilingual English and Spanish a plus
- Inventory management software experience a plus
- Experience with NetSuite a plus

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.