



## Sales Support

The primary role of Sales Support is to assist the Sales Team with estimates and orders as well as provide administrative support relating to the needs of the office.

### Primary Responsibilities:

- Answering phones, transferring calls and answers basic customer questions
- Preparation of estimates, orders, and invoicing
- Working with customers to have accounts opened, bills paid by credit card, and assists with Will Call orders
- Performs special projects as directed by the Sales Manager
- Tends to various office needs, ordering office supplies, equipment maintenance, etc.

### Experience and other requirements:

- Experience working in a nursery, in the landscape industry, or a related field a plus
- Experience with Microsoft Office Suite, Point of Sale, inventory management software, etc.
- Sales and customer service experience
- Knowledge of plants and nursery products and/or the landscape industry a plus
- Constant attention to detail and excellent problem-solving skills
- Exemplary personal character, professionalism, commitment, and work ethic
- Excellent communication and interpersonal skills

### Job Specifications:

This is an "in office" position, no work from home option available. 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.

Employee Name: \_\_\_\_\_

Signature of Receipt: \_\_\_\_\_

Date: \_\_\_\_\_