

Office Team

While many of the tasks this position entails take place indoors, it still offers the benefit of a good farmers tan. We need to add team members with excellent people skills, that will enjoy working in a fast paced and sometimes physical work environment. Jobs will be part-time and/or full-time seasonal, we are willing to be flexible with student schedules.

Responsibilities include:

- Sales and customer service (answering phones, tagging orders, loading/unloading small plants, etc.)
- Operation of Point of Sale system (creating bids, orders, and invoices. Accessing customer data, running a register, and handling money, etc.)
- Inventory management (counting inventory and stocking shelves.)
- Assisting the team with various projects around the nursery (some light labor)
- Maintaining one of the most well-kept nursery facilities in the State.

Job Requirements:

- Must be 18 years old to start.
- Must be capable of lifting up to 35lbs, and willing to perform some light labor.
- Must be proficient in Microsoft Office (Word, Excel, Power Point, etc.)
- Must have, or be willing to learn basic plant knowledge.
- Must be great with people, multi-tasking, and problem solving.
- Must be willing to work weekends during our busy season (April-September)
- Must bring a positive attitude to a team that likes to work hard and have fun.

We expect all members of our team to take great pride in hard work, and be adaptable to an environment where duties and priorities often change. Permanent positions (with benefits) and advancement opportunities are available to those that prove they are the right fit.

Pay depends on experience.