



## Northeast Nursery, Inc.

Supplying Fine Plant Material & Landscape Supplies

6 Dearborn Road · Peabody, MA 01960-1316  
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Job Title: Nursery Greeter/Salesperson

Department: Nursery Yard

Function: As customers arrive into the nursery yard you greet them and direct them as to where to go. When customers finish selecting plants you are responsible to create an order ticket and answer questions that arise. Once customer has paid you may help them load their vehicle.

### Duties and Responsibilities:

1. Greet and direct customers as they enter the nursery sales yard. Set them up with salespeople if necessary to finalize transaction.
2. Become proficient with the sales process at Northeast Nursery and all paperwork associated therein. Write up, neatly, sales orders as the customer has picked out their order.
3. Load customers after they have been invoiced with proper amount of products.
4. Suggest to customers other products to increase sales with add-ons.
5. Show progress in your level of knowledge in the areas of horticulture, lawn and garden as well as hardscape items and always work to better your knowledge through books, seminars, trade shows, etc.
6. Educate customers on topics such as planting and plant care.
7. Be courteous and professional in all telephone and radio communications.
8. To thank customers for their business.

### Qualifications:

1. Assist customers in a timely, courteous and professional manner.
2. Be punctual and arrive for work in the proper uniform.
3. Work outdoors in any weather.
4. Lift and move at least 50 lbs.
5. Have readable penmanship.
6. Take direction from management and complete tasks unsupervised.
7. Demonstrate dependability, initiative and productivity.
8. Communicate well with others.
9. Have an understanding of basic horticultural practices.

Contact Person: Nursery Manager

*This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.*