



Northeast Nursery, Inc.

Supplying Fine Plant Material & Landscape Supplies

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

Department: Nursery Yard

Function: Assisting customers with their landscape gardening needs. When customers finish selecting plants you are responsible to create an order ticket and answer questions that arise.

Duties and Responsibilities:

1. Assist wholesale and retail customers with selections and purchases.
2. Educate customers on topics such as planting and plant care.
3. Become proficient with the sales process at Northeast Nursery and all paperwork associated therein.
4. Assist with receiving of material and loading for delivery of material as needed.
5. Assist in maintaining a clean and orderly nursery yard and office.
6. Help in maintaining correct tagging (thus pricing) of all nursery stock. Report all discrepancies to a wholesale manager immediately.
7. Help set up and maintain all wholesale nursery displays and signage.
8. Insure proper information has been transmitted and received by dispatch concerning deliveries involving your orders.
9. Be courteous and professional in all telephone and radio communications.
10. Follow up with customer orders through the processes of order pulling, order verification, customer loading/delivery loading.
11. Attend company functions as expected or needed.
12. Always work to better your knowledge through books, seminars, trade shows, etc.
13. General maintenance of the facility and products within the facility. Included but not limited to the irrigation system, pest management, fertilization, pruning, repotting, weeding and general appearance of the plant material throughout the sales yard, holding area and display areas.
14. Merchandising plant material throughout the site. Keeping all merchandising areas clean and neat with attractive signage and a theme.

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. Take direction from management and complete tasks unsupervised.
6. Demonstrate dependability, initiative and productivity.
7. Show familiarity and compliance of all policies listed in employee manuals.
8. Communicate well with others.

9. Work well with others in other aspects of nursery operation.
10. Operate machinery and equipment according to company policy.

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.