

## Nursery Buyer/Supervisor assistant

This is a full-time position to assist the nursery buyer with the purchasing, receiving and selling of shrubs and trees.

### Responsibilities:

Collaborate with the lead buyer in the effort to purchasing the best possible product for Wells Medina Nursery customers.

Oversee deliveries, receiving, processing, pricing, stocking and marketing of plants into the nursery that maximizes productivity and teamwork.

Help to manage the nursery plants to ensure their maximum quality.

To provide an excellent customer experience to Wells Medina Nursery customers.

To understand and perform the tasks involved with sales.

### Important qualities for this position:

A passion for plants, gardening in general and a love of the outdoors.

Must enjoy organization and be able to keep track of details.

Be able to set goals and take measured steps toward the achievement of each one.

Be able to stay focused on priorities in a fast-paced environment.

Be energetic and enthusiastic, positive, professional and approachable with customers, vendors and co-workers.

Be able to work with a team to produce great products and services for Wells Medina Nursery customers.

Able to perform physical tasks and work hands on with other staff members.

### Requirements for this position:

Knowledge of plants and gardening in the Pacific Northwest.

Experience with retail and retail point of sale systems.

Proficiency in Microsoft Word and Excel.

Excellent communication and writing skills.

Be able to stand, bend and lift 45 pounds alone and group lift 300 pounds.

Previous nursery experience.