



THEODORE PAYNE FOUNDATION
for Wild Flowers and Native Plants

Assistant Nursery Sales Manager
Posted October 12, 2020

Position Objectives:

The Assistant Nursery Sales Manager will be directly responsible for overseeing on-line plant orders as well as maintaining nursery inventories and our plant information database. TPF is seeking an energetic individual with strong interpersonal and communication skills who enjoys working with a team. A strong level of comfort with using technology, including Database systems, online inventories, and e-commerce platforms is a must. In addition to managing inventories and online sales, the Assistant Nursery Sales Manager assists in direct customer service duties as well as help in preparing the sales yard for incoming plants, labeling plants and moving them into the sales yard each week, and pulling plant orders for will-call customers and off-site TPF events. This is a full-time position that reports directly to the Nursery Sales Manager.

DUTIES AND RESPONSIBILITIES

- Manage online inventories and update sale items on a regular basis
- Oversee fulfillment of e-store plant purchases and returns
- Track production inventories in coordination with the Production staff
- Oversee nursery labelling and database management
- See to in-store customer service needs

KNOWLEDGE, SKILLS AND EXPERIENCE

- Proficiency in CA native plant horticulture – knowing and being able to quickly learn botanical names and their horticultural uses/values is a critical component of success in this position.
- High level of organization - must be able to manage a diverse and complex system with constant fluctuations
- Technological abilities - must be able to problem solve technology based issues encountered via both our POS, E-store, and Database systems. Must be proficient Microsoft office apps, particularly Excel and Access
- Commitment to Quality - ability to commit to personal high-quality workmanship and behavior in all facets of nursery sales, as well as team interpersonal relationships.
- Attention to Detail – ability to attend to details at the level necessary for successful completion of the work to established standards. Ability to adjust level of attention required in order to maximize productivity.
- Communication – ability to relay and address issues as they arise and keep supervisors informed about work progress

- Customer service – must be able to interact with customers on a regular basis, providing excellent customer care and attention
- Visual acuity sufficient to gauge plant health, insects, disease, as well as read labels, written instruction, and documentation.
- Ability to tolerate working outside during cold, wet, winter as well during hot summer conditions, lift and carry 35 lbs., move plants, pull, load and unload carts on a regular basis

SCHEDULE: Tuesday through Saturday, 8:00 AM- 4:30 PM

PAY RATE: Commensurate with experience

BENEFITS

- Vacation/Sick/Holiday paid time off
- 401K
- Health and Dental Coverage
- Staff discount

TO APPLY

Send cover letter, resume and references to flora@theodorepayne.org with the subject heading of: **Assistant Nursery Sales Manager**

THEODORE PAYNE FOUNDATION

The Theodore Payne Foundation is a non-profit nursery and educational organization that promotes the understanding and use of California native plants. For more information, visit theodorepayne.org. The Foundation is an Equal Opportunity Employer and all TPF activities are conducted without discrimination based on race, color, genetics, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or status as a protected veteran. TPF is also committed to compliance with all fair employment practices regarding citizenship and immigration status.

See theodorepayne.org for more details.