

FULL-TIME SALES POSITION

An energetic, professional, fast-paced wholesale nursery and landscape company located in Stevensville, Montana, is seeking a Sales Assistant.

Excellent Opportunity for Growth and Advancement for the Right Person!

General sales duties will include, but not limited to:

Professionally answering a multi-line phone system -taking accurate notes on a message pad
Commercial & residential bidding, plan reading, researching bid sites, and sales calls
Main contact for local area sales and walk-in customers
Answering customer questions and taking their orders
Helping customers chose the right plants for their needs
Helping to pick orders and labeling if necessary
Assisting with project scheduling, arranging deliveries, and other customer service assistance

Other duties will include:

General nursery and office clean-up and organization
Occasional assistance with nursery care duties and landscape projects
Being able to bend, stoop, lift, and carry up to 80 pounds
Working with and around heavy machinery (tractors, potting machines, bobcats, etc.)

Skills needed:

Professional phone voice and personable
Sales experience recommended -The ability to close the sale
The ability to multi-task with a friendly attitude
Quick learner and the ability to take constructive criticism
Horticulture/plant knowledge preferred
Accurate Computer, Math, Typing, Writing, Proofreading Skills is important for this position!
Customer Service-the ability to be friendly and helpful with all kinds of people
Initiative, self-motivated, and team player
The ability to stay focused with efficient and quality work
The ability to keep information confidential

Work Week:

Monday through Friday 8:00a.m.- 4:30p.m. (½ hour lunch break)
Full-time, year round (some Saturdays)-This position will start in February 2017
Possibilities to work more hours throughout the growing season and less hours in the Winter

Pay Rate:

\$10-\$12/per hour to start, Depending on Experience, higher rates may apply
Pay raises will be based on performance and sales *-additional sales incentives will be considered*
Paid Accrued time off -Cost of Living Increases
Coordinated Assistance with Health Insurance Options
6-Month Probationary Period
Job offers are contingent upon passing a pre-employment screen

Interested Applicants:

Submit Cover Letter, Resume, and a minimum of three references to:
Nature's Enhancement, Inc.
Attn: Vice-President Marketing
2980 Eastside Highway
Stevensville, Montana 59870
Email address: neinc2@msn.com

Nature's Enhancement, Inc., is an Equal Opportunity Employer.