

WACD Plant Materials Center

Sales and Marketing Representative

Job Description

The Organization:

The Plant Materials Center is a mighty nursery that has supplied native plant materials for natural resource projects throughout the Pacific Northwest since 1993. The 60-acre nursery produces more than 1.5 million plants annually. This person will be a valuable part of the native plant enthusiasts who value promoting biodiversity and improving the environment.

The Position:

The WACD Plant Materials Center is seeking an experienced Sales and Marketing Representative. The Sales and Marketing Representative will be responsible for overseeing, developing, and coordinating sales activities related to a wholesale nursery operation. The Sales and Marketing Representative reports to the Nursery Manager and the Financial Accounting and Human Resources Administrator.

Responsibilities:

Sales

- Process, input, and review all sales orders (and quotes) into Sage 50.
- Keep precise records in sales and inventory systems, quickly addressing any issues, and working with the team to guarantee seamless order fulfillment.
- Provide information to customers regarding order status, changes, and scheduling.
- Source plants from alternative nurseries for species that we have sold out of or do not currently provide - arrange for delivery and negotiate pricing.
- Provide support for year-end, harvest, and planting reports.

Customer Relations

- Act as the first point of contact for customer questions and concerns, responding with professionalism and empathy.
- Maintain high customer satisfaction by building and establishing strong relationships with new and existing customers.

Marketing

- Develop new business opportunities through proactive outreach, communication, and networking within the conservation community.
- Assist in the upkeep of the company database and ensure it is updated with new customer information.
- Analyze market trends and activities to identify growth and marketing opportunities.
- Hands-on experience in developing, maintaining, and updating the company website.

Inventory

- Responsible for conducting field inventory during the spring, summer and fall growing season. Tracking and management of all inventory (estimated and actual) for sales.
- Update inventory availability on a regular basis and post on website weekly.
- Once estimated field counts are complete, the data is entered into a spreadsheet to calculate size percentages and then entered into accounting software.

Job qualifications also include:

- The ideal candidate should possess excellent communication abilities and be capable of functioning effectively within a dynamic team setting, particularly during high-demand periods.
- Ability to perform independently, and as part of a team
- Excellent written and verbal communication skills, with the ability to interact at all levels of the organization and to provide excellent customer service.
- Focused on customer needs and oriented towards service, possessing a strong work ethic and effective time management abilities.
- Website development.

Value-Added Skills:

The previous list of tasks and qualifications aims to summarize and outline key requirements and responsibilities; nonetheless, it is not all-encompassing or constraining. Having the ability to communicate in Spanish, knowledge of native plants, and previous experience in a wholesale nursery is beneficial.

Compensation:

The base pay offered will take into account the preferred candidates job-related knowledge, skills, and experience.

- Salary between \$55,000 - \$58,000
- 100% employer sponsored medical, dental, and vision insurance
- 3% SIMPLE IRA match
- 12 Paid holidays
- Paid time off and sick leave

Workplace:

The Sales and Marketing Representative works on-site at the nursery. The nursery is in the Samish River Valley at 16564 Bradely Rd. Bow, WA 98232. The staff is a small, dedicated team. The position works both in the office and in the field. The working conditions are a blend between an office and outdoor environments.

Working Conditions: Capable of working outdoors for extended hours, sometimes in challenging weather conditions, traversing uneven surfaces, and frequently bending and kneeling. Able to lift up to 30 pounds.

How to Apply: Send a resume and cover letter to John Knox at nurserymanager@wacdpmc.org. References will be requested from final applicants. The first review of application will take place in the first week of August.

Contact: John Knox at (360) 757-1094 or nurserymanager@wacdpmc.org for more information.

ADA Statement: Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.