



Today's Nursery

Position Description

Inside Sales Support

Reporting structure: Reports directly to Sales Manager. Functional reports to General Manager

Job Overview: This position will provide support to the sales team. Working closely with sales representatives, this position will assist in creating, managing, and fulfilling orders, confirming invoices, assisting in logistics, and providing a positive customer experience.

Responsibilities and Duties:

- Enter Quotes, Orders and other office work
- Communicate any order/quote issues with the corresponding sales rep
- Take pictures or tag plant materials as needed out of yard
- Coordinate orders with shipping team
- Perform other tasks as directed by sales manager and sales reps

Qualifications:

- High School Diploma
- Willingness to learn
- Detail Oriented
- Team – Oriented attitude
- Goal Driven
- Technological aptitudes: Microsoft office, etc
- Spanish speaking is a plus but not a requirement

