

Receiving and Merchandising Manager

We are looking for someone to receive, inspect and record all incoming shipments. The goal is to ensure plants and packages are received correctly, and stocked appropriately.

Receive plants from all deliveries from outside vendors.

Merchandise front office sales area of the nursery.

Reports to Sales Manager.

Education and Experience

Horticultural industry experience with plant identification abilities a plus.

Computer literacy in Microsoft Office products. Knowledge of desktop publishing software.

Must be able to lift 20 lbs.

Principal Duties and Responsibilities

Responsible for receiving all deliveries from outside vendors.

Greet drivers professionally, and direct them to specific locations of the nursery.

Collaborate with procurement staff on expected deliveries.

Receive shipments.

Check quality, quantities, and report all issues.

Open all packages, and put in designated location.

Receiving shipments, and signing paperwork upon receipt.

Unloading packages from incoming trucks.

Merchandise front office sales area with fresh product, and maintain a clean and well stocked area.

Responsible for signage to communicate sales and specials

Assist with sales planning for following year.

Qualifications

General plant knowledge and identification.

Able to work effectively on multiple projects, balance and prioritize multiple requests.

Effective time management and organizational skills.

Computer literate. Well-versed with Windows, word processing (preferably MS Word), spreadsheets (pref. Excel), desktop publishing, and database management.

Proficient mathematical skills

Strong attention to detail

Willingness to work in all weather conditions

Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional.

Hourly wage DOE

[Contact: Please send resume and cover letter to jobopportunity@tandlnursery.com](mailto:jobopportunity@tandlnursery.com)

