



Loen Nursery, Inc.

CUSTOMER SERVICES AND NURSERY INSIDE SALES

Loen Nursery is a grower and supplier of high-quality nursery stock. We supply our retail and contractors' yard in Sherwood. We have several growing facilities in Aurora, Canby, Hubbard, and Woodburn. We ship throughout Oregon and all over the United States and Canada. We are seeking individuals for Inside and customer service.

Responsibilities

- Support outside sales reps with their orders, photos, quotes, and special orders
- Sales calls, up sell customers
- Processing sales orders
- Processing quotes
- Respond to customer inquiries about availability, pricing, plant stock
- Inspect plant orders
- Customers follow up on quotes, orders shipped
- Customers profiles, keep up to date
- Nursery tours
- Participate in trade shows
- Arrange in Inventory projects
- Assists in all areas requested by management
- Prospect new customers

Qualifications:

- Horticultural degree 2-4year
- Knowledge of plants and trees and the nursery industry
- People skills, organized, detail oriented
- Proficient computer skills
- Work experience min 2year
- Spanish/English a plus
- Photography
- Better than average computer skills
- Customer services in another field

Benefits/Compensation:

- Medical/Dental Insurance
- Paid sick leave/holidays
- Base rate, plus commission
- Oregon Save Plan
- Pay commensurate with experience