

T-Y Nursery Inside Sales/ Customer Service Position

- Compensation will be based on experience
- Experience in the wholesale nursery industry
- Must be Bilingual in Spanish
- Ability to process all aspects of customer orders accurately and efficiently
- Receive instruction and memorize inventory items
- Handle customer and outside sales team's inquiries and calls including issues on their accounts
- Assist with landscaping bid inquiries
- Provide timely and efficient feedback to all applicable departments on effecting issues when changes/cancellations are made to orders
- Receive a high-volume of calls/emails in an efficient and professional manner
- Understanding shipping details. Ex: timelines, units & weight, area restrictions
- High attention to detail
- Outstanding communication skills, both orally and written
- Excellent customer service skills
- Strong team work ethics
- Keeping track of customer finance terms and multiple price levels
- Strong sense of personal and professional integrity
- Upbeat attitude and professional demeanor

Education

- Horticulture plant knowledge, a Bachelor of Science in Ornamental Horticulture preferred

Skills

- Proficient with Excel, Outlook, and Google sheets

Job Type: Full-time

Please send resume to: Elizabeth@tynursery.com