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Job Posting

Administrative Assistant to the National Account Coordinator

Date Posted: September 28, 2022

Location: Botanical Interests, Broomfield, Colorado

Please Contact

Morgan McMillan

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720.880.7297

Compensation and Benefits

- Salary: \$46,000 - \$52,000
- Medical, dental insurance available
- Paid time off (PTO) 3 Weeks for first year
- 401K available
- Employee discount available for retail purchases

Job Summary

Botanical Interests is searching for an administrative assistant to work with the National Sales Coordinator. Working in partnership with the National Sales Coordinator this position helps facilitate our B2B wholesale sales team. Retail sales or B2B sales experience required. A background in horticulture is preferred.

Qualifications

- Expert knowledge of Microsoft Office suite.
- Experience with Salesforce CRM preferred.
- Ability to learn all in-house third-party programs.
- 40 Hour work week (one day flex)
- Excellent phone skills required.
- Ability to travel required.
- Time management is a must.

At Botanical Interests, our goal is to inspire and educate the gardener in you. That is why, since 1995 we have been supplying garden centers and home gardeners with the highest quality seed in the most beautiful and informative seed packets on the market. Curtis and Judy started Botanical Interests because they believed that gardeners were not getting the information they needed on seed packets. Their desire to provide more information led them to create a unique seed packet that includes art, garden history, landscape ideas, organic gardening know-how, recipes, fun facts, and of course, high-quality seed.