



959 South Kipling Parkway, Suite 200
Lakewood CO 80226
Ph: 303-758-6672
www.coloradonga.org

Job Posting

Customer Service & Inside Sales Representative

Date Posted: February 9, 2018

Location: Botany Lane Greenhouse, Denver, CO

Please Contact:

Caroline Boyle
sales@botanylane.com
303-289-5631

Come be a part of the exciting world of ornamental horticulture. Learn the skills necessary for selling and marketing wholesale plant materials to brokers around the country as well as the leading garden centers in the Rocky Mountain region.

We are looking for a highly motivated individual for full time employment at Botany Lane Greenhouse. The position may be split time between our Denver and Lafayette locations. The individual must possess a positive attitude, be able to work under pressure and tight deadlines and have a passion for success in the horticultural industry.

Job responsibilities include (but are not limited to):

- Order Management
- Becoming proficient in learning the product lines and respective programs the company offers
- Assisting in following up with customers as requested
- Answering phones promptly
- Awareness of current company pricing & adjusting invoices accordingly when needed
- Checking out customers and assist walk-ins
- Contributing in assessing customers' needs with existing programs
- Participating in actively selling our different lines of products,
- Must be flexible and willing to work longer hours during our busy seasons (primarily Spring)

Requirements:

- Computer literacy (Microsoft 365, SharePoint, Excel etc.)
- Solid typing & 10 key skills
- Must be a self-motivated multi-tasker with a can-do attitude
- Handles pressure well & stays organized in a very busy environment
- Reliable transportation to either location (Denver & Lafayette)
- Willing to assist during trade-shows, open houses etc.
- Horticulture experience & plant knowledge are a plus
- Picas Software experience is a HUGE plus!

About Botany Lane Greenhouse

Botany Lane Greenhouse is a high quality producing commercial greenhouse with two operations in Colorado: Denver and Lafayette, and a production facility in South Texas. We are a full service greenhouse facility - selling and marketing young plants in propagation as well as growing finished plant materials for retail stores. Our high light and growing conditions along with attention to customer needs has made Botany Lane Greenhouse a leading plant producer in the Western United States. Come join our team!

Compensation

Pay rate will be hourly and based upon experience.

Benefits include vacation, health, dental & vision insurance.

Room to grow & opportunities to grow within the company

Overtime compensation

Job Type: Full-time