



959 South Kipling Parkway, Suite 200  
Lakewood CO 80226  
Ph: 303-758-6672  
[www.coloradonga.org](http://www.coloradonga.org)

## Job Posting

# Procurement, Logistics and Sales Coordinator

**Date Posted:** January 23, 2024

**Company:** Plantivity, Eagle, Colorado

**Please Contact:**

Katy Hiatt

[katy@plantivity.net](mailto:katy@plantivity.net)

**Compensation:**

\$50,000 - \$75,000/year, based on experience (this position may receive bonus compensation as well)

Full time

**Location:**

Eagle, Colorado or remote

**Job Summary**

The Procurement, Logistics and Sales Coordinator plays a key role in purchasing and organizing material, confirming sales orders, ensuring availability of inventory, and fulfilling delivery of plant material to customers from growers throughout the U.S. and Canada.

To thrive in this role, you enjoy being a “go-to” resource and are looked to for support and answers. There’s always something to do and we can’t miss the details when we’re coordinating so many moving parts that influence our business. You’re not afraid to pick up the phone and speak directly to our vendors, customers and team members and are comfortable working through issues on your own. You understand why attention to detail is important and hate having anything left undone. You are willing to learn and grow, we want to see you change, learn, and grow as our business does. Here’s what you should know before you apply:

**Duties/Responsibilities**

- Coordinate inventory availability and pricing.
- Assist the sales team in the quoting and sales order process.
- Process and confirm purchase orders for the fulfillment of sales orders.
- Facilitate communications with vendors and customers for shipment of products.
- Arrange and organize delivery of products and track inventory movement through the supply chain, and actively notify customers of delivery-related updates.
- Communicate with accounting to ensure accurate and timely processing of customer and vendor invoices.
- Assist in the management of customer and supplier relationships.
- Assist in the development of marketing programs for our sales team.



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### **Required Skills/Abilities**

- Excellent written and oral communication skills.
- Proficient using Microsoft Office Suite, including Excel.
- Highly motivated, self-directed and customer service oriented.
- Strong organization, planning, and prioritizing abilities.
- Exhibits strong problem solving and strategic decision-making skills.
- Works independently, as well as in a team environment.
- Learns and performs multiple tasks in a fast-paced environment.
- Willingness to travel if needed.

### **Values Based Required Competencies**

- Demonstrates commitment to **RELATIONSHIPS** by showing value for all people and working to grow the success of customers and suppliers.
- Exhibits **EFFICIENCY** by getting work done effectively and efficiently, while delivering results.
- Supports an environment of **INNOVATION** with a focus on solutions rather than issues or problems.
- Contributes in ways that foster **FUN** and takes happiness seriously.

### **Education and Experience**

- Experience with high detailed roles
- Skills with communicating effectively and directly with people
- Knowledge and familiarity with the plant or horticulture industries is a PLUS
- Possessing or working towards a degree related to business, marketing, or industry related experience is a PLUS.

### **Physical Requirements**

- Physical Demands must be met to successfully perform the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.
- Employee must occasionally lift and/or move up to 20 pounds.
- While performing the duties of this job, employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- This position is also occasionally required to climb or balance, kneel, crouch, or crawl.

### **About Us**

Since Plantivity's start in 2011, we have had a passion for plants and people. As plant logistics masters, we find and distribute the best trees, shrubs and perennials grown in the U.S. and Canada. Our focus is rooted in the success of our customers and the growers. We take care of the purchasing and the logistics so they can focus on what they do best.