



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

Job Posting

Sales Associate II

Date Posted: February 21, 2024

Company: Arbor Valley Nursery, Brighton, Colorado

Please Contact:

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303-654-1682

Compensation:

\$19 - \$25/hourly plus end of year profit sharing

Position Summary

The Sales Associate's responsibilities include developing relationships with customers, connecting with key decision makers within the market, answering customer queries, advising customers on plant materials and techniques, identifying new business opportunities with current customers, and creating business opportunities for new customers. In this role, you will liaise with cross-functional internal teams (including Inventory Management, Business Development, Operations, and other Sales departments) to improve the entire customer experience. This position reports to the Sales Management team, as well as the DOS.

A Sales Associate should be an outgoing and persuasive individual who is very comfortable meeting new people. He/She must be optimistic and upbeat in appearance and attitude, flexible with others, and use a persuasive communication style. Ideally, individuals in this role will know how to meet ambitious team-wide sales goals and respond positively to unpredictable situations which can occur throughout the day. A successful Sales Associate will react quickly to requests and enjoy juggling multiple tasks simultaneously while collaborating with the Total Team to achieve goals and keep our customers satisfied and engaged with our organization in the long-run.

Responsibilities

- Communicate with customers – existing and potential
- Generate quotes and orders accurately and timely
- Coordinate with other departments to deliver plant material
- Customer and quote follow-up
- Accurately complete the administrative processes needed for the customer and the organization

Essential Duties

This role revolves around administration and good communication in the customer order process, as well as learning and understanding customers, the industry, and Arbor Valley's role within it; specific duties include, but are not limited to:

- Quoting customer projects and quote follow-up
- Taking project and delivery information in person, over the phone, text, email and communicating information to sales managers, as well as administering paperwork for deliveries and pickups



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- Communicating with distribution crews on deliveries and pickups – making sure the information is flowing smoothly
- Periodically contacting customer field supervisors and project managers to inform on delivery timing and resolve any issues that may have arisen in the process
- Administration of all customer interactions including but not limited to quotes, PO's, calls, tagging, change orders, sales taxes pricing, picking slips, delivery communication for our organization and the customer
- Periodically assist with Nursery Operations to include inventory, plant loading, receiving, skid operations, plant health care, irrigation, and other operational tasks

Minimum Qualifications

- High School Diploma or equivalent
- Looking for personal and professional growth within the Nursery Industry
- Clear, concise communication including great listening skills
- Experience in delivering customer-focused solutions
- Ability to juggle multiple projects at a time, while maintaining sharp attention to detail
- Strong verbal and written communication skills
- Ability to lift 40-50lbs
- Valid driver's license
- Ability to work a full-time schedule with periodic weekend and evening responsibilities

Preferred qualifications

- Plant knowledge – potential to become a Colorado Certified Nursery Professional
- Green Industry experience
- Sales software experience

EEOC Statement: At Arbor Valley, growth is in our DNA. AVN is committed to equal employment opportunities regardless of race, color, genetic information, creed, religion, sex, sexual orientation, gender identity, lawful alien status, national origin, age, marital status, non-job related physical or mental disability, or protected veteran status.