



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

Job Posting

Sales / Customer Support

Alameda Wholesale Nursery

Date Posted: February 14, 2025

Primary responsibilities will include but are not limited to:

- Greet customers politely at the sales counter, answer questions, take orders, create load tickets, convert load tickets to an invoiced sale.
- Answer telephones in a friendly manner, provide stock availability, take messages, and plant orders from customers.
- Check voicemail and emails daily and reply in a timely manner.
- Compose estimates/quotes for customers accurately and promptly send back to customers.
- Tag product for customers. Help load plants and hard goods.
- Answer basic questions dealing with plant installation, care, and location of nursery products.
- Maintaining customer master files in the computer system including filing.
- You may be asked to perform other duties.

Job Type: Full time

Salary: \$20.00- \$22.00 per hour, depending on experience

Schedule: Monday to Friday

Benefits:

401 (K) company will match up to 4 %.
Health, Vision Insurance, Life Insurance, Dental Reimbursement
Paid time off
Purchase Benefits

Supplemental pay types:

Over Time



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Bonus Opportunities

How to Apply: Email resume to Alan Clark at Alan@alamedawholesale.com