

ORDER FULFILLMENT TEAM

FULL-TIME - SEASONAL - LONG-TERM

Reports to: Sales Manager

Pay Range: \$18-\$22/hour

The Order Fulfillment Team oversees all online orders for retail and commercial customers, as well as orders placed by phone and email. Team members answer phone calls, email inquiries, and questions from customers related to their placed and future orders.

Through managing orders, this team assists five departments (greenhouse, perennials, trees and shrubs, field, and retail) in keeping their inventories accurate. Order Fulfillment uses human systems to account for unanticipated events, as well as computer systems, to make inventories accurate and accountable. Plants are especially challenging because they grow, they are transplanted, and sometimes they perish.

Team members spend time both on a computer, as well as outside working with and getting to know our plants and crops. Outside work includes plant receiving, pulling plant orders, plant loading, and plant care.

WORK CONDITIONS

- Ability to work at a computer in an office setting
- Must be able to lift 50 pounds
- Ability to work in a fast-paced, outdoor environment in Vermont's ever-changing weather
- Each member of our staff works a five-day, 40-hour work week, which includes working one weekend day

BENEFITS

- Retirement Plan - Immediate SIMPLE IRA with 3% match
- Paid holidays during active employment
- Paid time off program
- Generous employee discount

To apply, please send your resume and cover letter to Charlie Proutt at charlie@horsfordnursery.com.

