



*Loen Nursery, Inc.*  
Wholesale Growers & Suppliers of High Quality Plants

## NURSERY INSIDE SALES

Loen Nursery is a grower and supplier of high-quality nursery stock with a retail and landscape contractors yard supply in Sherwood. We have several growing facilities in Aurora, Canby, Hubbard, and Woodburn. We ship throughout Oregon and all over the United States. We are seeking individuals for Inside sales and customer service. We are looking to fill sales positions for the following locations: 2 for Retail (Sherwood), 2 for Contractor's Yard (Sherwood) and 2 for Woodburn Office (Woodburn).

### Duties & Responsibilities:

- Calling on customers - up to 25 per day
- Processing sales orders and obtaining approval of acknowledgments in a timely manner
- Processing quotes for customers on time and follow-up for orders
- Respond to customer inquiries about availability, pricing, plant stock and plant substitutes
- Inspect plants before shipping, inspect quality of orders on the loading dock
- Respond to customer complaints in a timely manner
- Building trucks per geographic area - make sales calls to fill trucks
- Build and update customers profiles'
- Tour clients as needed
- Participate in local and out of state trade shows
- Support outside sales reps with their orders, photos, quotes, and special orders

### Requirements:

- Horticultural degree or work experience equivalent (2 years minimum)
- Knowledge of plants and trees and the nursery industry
- Excellent communication skills, both verbal and written
- Proficient computer skills (Microsoft Office, etc.)
- Must be organized and able to work in a fast paced environment
- Bilingual – English/Spanish a plus!

### Benefits:

- Medical/Dental Insurance
- Paid sick leave/holidays
- Base rate plus commission
- Salary: \$40,000 - \$70,000 /yr (pay commensurate with experience)

If you believe you are the right fit for the job, please email us your resume and which position you are applying to: [HR@loennursery.com](mailto:HR@loennursery.com) or apply in person, 3 PM or later, at our Woodburn office:

6803 Kinns Rd NE Woodburn, OR 97071