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www.AshlandGreenhouses.com

## Wholesale Manager

### Job Summary

Ashland Greenhouses has been known for locally grown, region specific plants since 1906. We grow 100% of the plant starts we sell. All of our plants are selected to do well in our unique climate. We are open to the public and serve individual gardeners, landscapers, and businesses. We also ship wholesale orders to independent garden centers, nurseries, and flower shops.

As the Wholesale Manager, you will be in charge of customer relations, account management, and entering/processing of all wholesale orders. You will plan and coordinate all deliveries, as well as pull orders. During spring, you will manage a crew of 7+ employees and be responsible for quality assurance. Other responsibilities include weekly availability walkthroughs, marketing emails, and general labor (sometimes in other departments). This is a physically demanding job that also requires considerable computer skills. Experience in order fulfillment and logistics is a plus.

### Job Requirements

- Prior sales and/or management experience
- Excellent customer service and communication skills
- Exude enthusiasm and interest in all sales aspects of the business
- Computer skills using Microsoft Word, Excel, and Outlook (QuickBooks a plus)
- Understanding and coping with large seasonal peaks and valleys
- Operate and oversee maintenance on 30' / 26,000 lb. box trucks with lift gates
- Able to lift and carry up to 20lbs repeatedly, maneuver rolling racks loaded with plants (75-100 lbs. push/pull weight), and precisely maneuver delivery rack shelves (20 lbs. weight)
- Operate a Fork Lift and Bob Cat
- Identification of annual/perennial plants and plant care knowledge is desired, but not required

### Skills

- Weekly communication with wholesale customers including calls, emails, and personal visits
- Obtain new accounts and call on all possible leads
- Oversee hiring, training, scheduling, and management of all wholesale staff
- Efficiently process and manage all wholesale orders and deliveries
- Manage inventory to be sold. Moving/organizing to prolong sell time, dumping perished items, making room for upcoming inventory
- Help production and retail department during wholesales seasonal dips

### Benefits

- Flexible working hours outside of spring
- Performance bonus
- Health insurance
- 3% retirement match
- 3 weeks paid vacation
- Wage: Hourly, DOE/DOQ

For an application, please visit <http://www.AshlandGreenhouses.com/applicationemployment.pdf>.

Please submit resume, application, and salary requirements to Sarah Valdivia. She can be reached at 541-482-2866 and [Sarah@AshlandGreenhouses.com](mailto:Sarah@AshlandGreenhouses.com).