



Product Fulfillment Coordinator

T&L Nursery, Inc., a wholesale nursery specializing in high quality container grown plants is searching for a **Product Fulfillment Coordinator**. This position is a liaison between the nursery and the sales team to ensure the shipment of plants are on track and delivered as needed. This role provides administrative and customer service support. The ideal candidate is detail oriented, organized, proactive and has excellent communication skills. This position reports to the Sales Manager and is located in Redmond.

For over 35 years, T&L Nursery has specialized in growing high-quality container plants for garden centers and landscapers. The nursery spans over 45 acres with 90 greenhouses and open field space that grows a thousand varieties of perennials and annuals throughout the year. For more information go to www.TandLnursery.com.

Key Responsibilities of the Product Fulfillment Coordinator:

- Help achieve a high level of order fulfillment by reviewing plants orders and analyzing future orders.
- Help in production planning by watching key crops.
- Ensure crops are selling through and identify those needing to sell or are at risk not to sell.
- Provide customer service duties by answering the phones, answering questions, handling customer requests, order entry, etc.
- Manage the plant tie off program.
- Assist the outside sales staff as needed.
- Organizing special events at the nursery.
- Other duties as requested.

What the Successful Candidate will have:

- 2+ years of customer service, product coordination and/or administrative experience.
- Excellent customer service and administrative skills.
- Computer proficiency including Microsoft Word and Excel. Microsoft Access experience is a bonus.
- Horticultural industry experience with plant knowledge and identification abilities is preferred.
- Able to work effectively on complex, multiple projects and balance and prioritize requests.
- Effective time management and organizational skills.
- Ability to relate well to the public, in-person and on the phone.
- Must be professional, positive and friendly.
- Diplomatic, tactful, creative, flexible, resourceful, and dependable.

T&L Nursery offers an excellent benefit package including health/dental, vision, generous Paid Time Off and a Simple IRA with a company match.

All Things HR, an external HR Consulting Company, has partnered with T&L Nursery to assist with the hiring process. If this position looks like a fit for you, submit your resume and cover letter to jobs@allthings-hr.com.