



TreeSource Wholesale Nursery
6220 Elm Street
Houston, TX 77081
Main: 713-667-5700
Fax 713-667-8733

Assistance Purchaser Job Summary

Our Assistant Purchaser is responsible for assisting our 3 purchasing agents with daily job duties. This individual will work alongside purchasing agents to maintain adequate inventory levels and quality standards for a wholesale plant nursery.

Please send resume to:
Mark Holliday, General Manager
mark@treesourcewholesale.com

About Us

TreeSource is Houston's largest wholesale nursery. With over 30 years of industry experience, TreeSource is widely acclaimed for our one-stop shop selection of plant material. TreeSource applies their commitment to unprecedented customer service to all aspects of the business to ensure the highest quality at a tremendous value.

Job Functions

- Coordinate with other purchasing agents to ensure plant material is ordered in an efficient and timely manner.
- Manage inventory stocking values based on seasonal needs.
- Enter material and invoices into system and manage cost adjustments.
- Coordinate truck logistics to bring in plant material.
- Maintain relationships with growers.
- Visit grower locations and inspect delivered material to ensure TreeSource's quality standards are upheld.

Job Skills

- Strong written and verbal communication skills.
- Team and detail oriented.
- Very good organizational skills.
- Must be a self-starter with time management abilities.
- Basic systems knowledge including MS Office, knowledge of Microsoft GP a plus, but not required.
- Good plant identification knowledge.

Experience

3+ years in the landscape/nursery industry or BA or BS in Horticulture or related field a plus, but not required.

Travel

Very limited travel is required.

Compensation

- Full-Time/Hourly position which includes a half day on Saturday rotation. Pay is proportionate with experience, paid holidays and vacation.

EXQUISITE QUALITY EXCELLENT SERVICE EXTENSIVE ASSORTMENT