



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

Counter Sales Representative Job Summary

Our counter sales representatives are responsible for maintaining customer relationships, taking orders, and invoicing customers. Our counter sales reps are the first interaction we have with our guests at the nursery and over the phone.

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

- Offering customer service while taking and inputting orders.
- Providing customers with availability and quality of plant material.
- Updating orders in our system.
- Following up with customers on quotes and orders.
- Maintaining good working relationships with customers.

Job Skills

- Strong written and verbal communication skills to converse with customers.
- Outgoing personality.
- Able to work in a fast-paced environment.
- Team and detail oriented with very good organization skills.
- Basic systems knowledge including MS Office.
- Bilingual a plus (English/Spanish)

Experience

- 1+ years in the landscape/nursery industry or horticulture degree.

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