Sales Support

Devil Mountain Wholesale Nursery is looking for a bilingual (English/Spanish) individual to join our office staff. An ideal candidate is energetic, reliable, and detail oriented, with a background in or knowledge of horticulture. Prior experience at a retail nursery, wholesale nursery, grower, landscape architect, landscaping or other plant related business is desired.

Primary responsibilities include:
- Answering phones and communicating with customers
- Preparation of estimates, orders, and invoices

Required Skills:
- Bilingual (English/Spanish)
- Proficient Computer user
- Excellent judgment and decision-making abilities
- Resourceful and extremely proactive
- Strong communication skills, self-confidence and discretion
- Experience in a horticultural-related field or knowledge of plant nomenclature

Compensation and Benefits:
- Medical
- 401K
- Compensation negotiable and commensurate with experience

Locations
- San Ramon
- Clements
- Petaluma
- Morgan Hill

To apply, please send resumes to employment@devilmountainnursery.com.