



1-800-657-0745  
www.carlinsales.com

**Carlin Horticultural Supplies is currently seeking to fill a position of:**

**PLANT MATERIAL ACCOUNT MANAGEMENT-INSIDE SALES REPRESENTATIVE**

Come join our team at our Milwaukee, WI location at 8170 N Granville Woods Road.

**If you are looking for a unique position in the *greenhouse, garden center, landscape, and nursery* industry, then continue reading to learn more about Carlin Horticultural Supplies and this position and this opportunity.**

**You want to use your knowledge and skills in the grower/greenhouse industry and find a career position.**

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- You highly desire Work-Life Balance. You'd like to stop working long exhausting hours during the busy season.
- You have natural sales ability and strong phone skills.
- You are knowledgeable and willing to continue to learn about growing and plant material.
- You have strong computer skills and are often commended for your accuracy.
- You are detail focused and value a collaborative team environment.

***Carlin Horticultural Supplies is a family business that has been in the horticultural industry since the early 1900's. We are a complete wholesale, business to business, supplier for greenhouse, garden center, landscape, and nursery businesses, providing superior customer service and offering the best products available.***

**Plant Material Account Management-Inside Sales Representative Position Purpose**

- Responsible for representing Carlin Horticultural Supplies products and services to the Green Industry while presenting a friendly, courteous, and positive attitude to all colleagues and customers.
- Effectively manage, service, and develop accounts with assigned territories, assisting Customers and Outside Sales representatives to ensure the achievement of established sales and service goals.
- Use and advance your knowledge of the Green Industry.
- Make outgoing calls and contacts as assigned to develop relationships, actively sell products, promote company events or special promotions.
- Obtain customer requirements and product specifications for quoting/pricing of needs. Take and solicit sales orders from customers and process them.

**What We Offer our Plant Material Account Management-Inside Sales Representative**

- Work-Life Balance! The hours of operation are 8 am to 5 pm Monday through Friday seasonal Saturday rotation schedule.
- Competitive benefits package health, dental, vision, life insurance, bonus program, Paid holidays, PTO & 401k.
- Opportunities to grow and advance within the company.

**Essential Job Responsibilities for Plant Material Account Management-Inside Sales Representative Position**

- Present a friendly, courteous, and positive attitude while representing Carlin Horticultural Supplies to our internal and external customers.
- Make outgoing calls and contacts as assigned to develop relationships, actively sell products, promote company events or special promotions. Assist in Will Call counter sales and warehouse operations.
- Obtain customer requirements and product specifications for quoting/pricing of needs. Take and solicit sales orders from customers and process them.

**Education and Critical Skills/Experience- Account Management Candidate**

- Education: High School Diploma, with a College Diploma preferred
- Experience: Sales or Customer Service experience required. Preference for sales experience and horticultural background.
- Special Skills: Selling Skills, Listening Skills, Customer relations, communication skills, organizational and self-motivation skills, math skills and computer competence.
- Work Schedule: You will be required to meet customer and company performance expectations.

If interested, please send your resume to Bill Koehn, [bkoehn@carlinsales.com](mailto:bkoehn@carlinsales.com)