

**Carlin Horticultural Supplies  
New Berlin, WI**

***BRANCH MANAGER, supporting the landscape industry***

- If you want to use your knowledge and skills in the landscape industry and find a career position that supports the landscape industry.
- If you highly desire Work Life Balance. You'd like to stop working long exhausting hours during the busy season.
- If you have natural sales ability and strong phone skills. You enjoy being on the phone in a sales position supporting our customers.
- If you have strong computer skills and enjoy using them.

**If you are looking for a unique Branch Manager position that services the landscape industry, then continue reading to learn more about Carlin Horticultural Supplies and this position.**

***Carlin Horticultural Supplies is a family business headquartered in Milwaukee. The family has been in the horticultural industry since the early 1900's. Carlin Horticultural Supplies is the complete WHOLESALE supplier for greenhouse, nursery and landscape businesses, providing superior customer service and offering the best products available.***

**Carlin Horticultural Supplies is currently seeking a Branch Manager who enjoys supporting the landscape industry, to join our team at New Berlin, WI located at 16680 Cleveland Avenue.**

**What We Offer our Branch Manager, supporting the green industry**

- **1<sup>st</sup> Shift Position:** Hours of operation are from 7 am to 4 pm Monday through Friday with a busy season Saturday morning rotation schedule.
- Work Life Balance! We don't work long hours during the busy season.
- Competitive benefits package including health, dental, vision, life insurance.
- Paid holidays, Paid Time Off (PTO) and 401k.
- Opportunities to grow and advance within the company.
- Incentive Plan.

**Essential Responsibilities for the Branch Manager**

***Sales:***

- Outgoing calls via our route calling process to existing customers. You will have a book of existing customers who will need weekly or bi-weekly calls to determine their needs.
- Outgoing calls to a book of passive customers that you will have the opportunity to develop a new working relationship with. You will assist them in learning about our products and how our products align with their needs.
- Fielding incoming calls customers and providing the highest level of customer service and promotion of Carlin Horticultural Supplies/ ProGreen Plus products.
- Take sales orders from customers and process them.
- Pick the products from our warehouse and help the customers load them in their vehicles.

***Product Knowledge:***

- Maintain an appropriate level of knowledge about CHS / PGP products, customers, pricing, services, and sales policies to effectively represent the company.
- Obtain and understand customer requirements and specifications for quoting/pricing of needs and forward the information to your outside sales representative for preparation of the quote.

***Warehouse Responsibilities:***

- Coordinate the unloading, restocking, loading customers from incoming orders and organizing of incoming shipments several times a week.
- Verify accuracy of incoming and outgoing shipping documents for discrepancies so purchasing / sales documents can be adjusted.

- Pulling and loading of customer pickup orders.
- Will manage the warehouse space, responsible for cleanliness and organization.
- Ensure that all safety guidelines are adhered to.
- Maintaining a positive safe work environment.

***Education and Critical Skills/Experience- Branch Manager, supporting the green industry***

- Education: High School Diploma, with a College Diploma preferred
- Experience: Sales or Customer Service, preferably in the landscape industry.
- Must have strong communication, organizational and customer service skills.
- Special Skills: Selling Skills, customer relations, communication skills, organizational and self-motivation skills, math skills and computer competence.
- Forklift operation.
- You will occasionally lift up to 50 pounds depending on orders.

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