

From: "Jeff Bucek" <jbucek@zelenkanursery.com>
Subject: **Job Posting**
Date: March 23, 2010 2:31:34 PM GMT-04:00
To: <duckmarc@msu.edu>

SEASONAL – SALES SUPPORT

We are seeking an entry level individual to assist with sales and service activities on assigned accounts. This includes ensuring the integrity of data entry, examining / resolving date discrepancies, coordinating order entry for Customer Service Dept. and special projects. This self starter should be proficient in Microsoft Word and Excel. Strong work processing and spreadsheet experience are also needed. Effective communication skills essential, clerical background in a sales environment a plus

Responsibilities include data management, order processing, customer contact, and assistance with re-order and telemarketing programs. Ideal candidates will have the following skill sets; excellent communication skills (especially Customer Service and phone), PC skills (proficiency in Excel preferred), detail oriented and the ability to work in a fast paced environment. Plant knowledge a plus but not required.

We offer competitive pay and a pleasant work environment. This position may lead to regular full-time employment. Some overtime including Saturdays may be required.

Zelenka Nursery, LLC is a nationally recognized wholesale grower of container and field grown woody ornamental and perennial plants supplying the lawn and garden industry. The company, as part of the Berry Family of Nurseries, is among the largest horticultural producers in the United States. It employs over 1,500 people at its facilities near Grand Haven, MI; Wilson, North Carolina; and Smithville, Tennessee. Qualified candidates are encouraged to apply to:

Zelenka Nursery, LLC
16127 Winans Street
Grand Haven, MI 49417
Fax: (616) 842-0829
E-mail: jbucek@zelenkanursery.com
Equal Opportunity Employer

Jeff Bucek
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16127 Winans
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