Branch Operations Assistant

Job Description:
Spring Brook Supply is looking for a dependable, positive, motivated individual to assist the branch manager in completion of day-to-day operations while learning or building upon the concepts of irrigation design, pump hydraulics, site drainage, spray application, and agricultural pruning. The position will be based out of our second location in South Haven, Michigan where a large portion of our business focus is assisting agricultural accounts with their production needs.

About the Company:
Founded in 1981, Spring Brook Supply has been providing quality products and service for residential, commercial, and agricultural irrigation for over 30 years. As we have grown over the years Spring Brook has taken on lines in drainage, landscape lighting, water features, chemical spraying, and orchard supplies. Family owned and operated, Spring Brook takes pride in offering excellent customer service while providing an enjoyable work atmosphere for its employees. [www.springbrooksupply.com](http://www.springbrooksupply.com)

Location: South Haven, MI

Duration/Hours: Seasonal Part-time, 35-40 Hours/week (Approximately May through August)

Reports to: Branch Manager

Responsibilities:
- Receive incoming product
- Pull, ship, and/or deliver product sold to customers
- Organize, maintain, and clean the parts warehouse
- Merchandize and maintain showroom inventory
- Assist customers over the phone and at the parts counter
- Any other day-to-day operations as seen fit by the branch manager

Requirements:
- Must be at least 18 yrs. of age
- Have a valid drivers license and capable of obtaining a chauffeur’s license
  - [http://www.michigan.gov/sos/0,1607,7-127-1627_8669_53323---,00.html](http://www.michigan.gov/sos/0,1607,7-127-1627_8669_53323---,00.html)

Experience:
- Must be able to handle multiple tasks on a daily basis
- Must have a positive attitude and be self-motivated
- General understanding of water hydraulics and irrigation a plus
- Preference will be given to those enrolled in a degree program relative to our industry with some experience in landscape management, farm operations, or warehouse operations.

Email, Fax, or Mail Resumes to: Nick Veltema
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