1/17/15

Subject: Internship/job positing to begin immediately at Green Acres Tree Farm, Inc.

Job description: Assist Dennise Vidosh and Donn Vidosh, this would include but not be limited to the following responsibilities:

1. Assist with tagging and measuring trees for customers.
2. Assist sending and filing photos to customers taken in the field.
3. Updating website and blog
4. Returning new customer phone calls and gathering or assisting them with information.
5. Maintenance/spray program documentation and organization in Pontiac office and making sure all trees have nursery inspection/license in file before sale.
6. Assist on job site with incoming deliveries, organizing and sending those documents on a timely basis to Mary Parker our office manager.
7. Assist in the above ground specimen tree nursery with sales.
8. Updating constant contact and sending out a bi-weekly e-blast.
9. Organize emails and photos in appropriate files for Dennise Vidosh.
10. Assist with annually inventory at 6 farm locations.
11. Gathering and sending invoices after approval to Mary Parker.

Introduction  Green Acres Tree Farm, Inc.:

Green Acres Tree Farm, Inc. is a premier supplier of specimen evergreen and ornamental trees. Our goal is to exceed our customers’ expectations, using innovation as a solution, and to offer nursery products and landscape services that will have a positive effect on our planet, people and communities.

We currently have approximately 40,000 evergreens and ornamentals in nursery production, located from Maryland to northern Michigan. Our trees are grown in clay loam soil and may be purchased either B&B, up to a ball size of 102”, or In Ground to be spade moved. Hand dug options are available for trees 10”+ caliper, individually priced.
We have a professional staff on location to assist in the selection and tagging process. Our services include “just in time” availability, and upon request, we will email photographs of selected trees and coordinate delivery. All tree orders are specifically tagged and dug fresh in season, except during mid May through the end of June.

We are a supplier member of ANLA and MNLA, providing quality evergreen and ornamental trees to landscape contractors from New England to the Rocky Mountains.

Website: www.greenacrestreefarm.com

Salary/hourly options: If interested please call or email Dennise Vidosh at (248) 705-3036/dennise@greenacrestreefarm.com to discuss more specifics on pay details etc.