



www.greatlakeslandscapesupply.com

Main Office: 15200 Cedar Springs Ave Cedar Springs MI

Tree Yard: 4961 Egner St NE Sand Lake, MI

Job Title: Customer Service Field Assistant

About us:

Great Lakes Landscape Supply is a rapidly growing company based out of Cedar Springs Michigan. We specialize in wholesale sales to the landscape trade. We sell trees, shrubs, perennials, natural stone, concrete products, and more. We have 50+ acres of ready-to-sell plant material ranging from 3' shrubs to 5" caliper trees. We are looking for driven people to join our team who enjoy problem-solving, multitasking, and who would like to grow with us! Great opportunity to grow with a great west Michigan company!

Core focus: Provide great products and service while building strong relationships with customers, vendors, and employees.

About the Role:

We are seeking a detail-oriented, proactive individual to join our team as a Plant Allocation & Inventory Coordinator. In this role, your primary responsibility will be to allocate plant material for customer orders, helping to streamline the pulling and shipping process. You will serve as a critical communication link between inventory operations and the sales team, providing updates, identifying issues, and recommending substitutions when necessary. This is an outdoor position that requires physical stamina and the ability to work in all weather conditions. Expect to walk a minimum of 5 miles per day across our 50+ acre facility.

Key Responsibilities:

- Facilitate order fulfillment, including B&B and potted tree orders
- Assist sales staff and customers with inventory-related inquiries
- Monitor and maintain accurate inventory across a 50+ acre yard
- Inspect plant material to ensure quality standards are met before shipment
- Guide customers on facility tours and provide expert insight on available material
- Identify and resolve order or inventory issues proactively
- Prepare plant material for shipping, ensuring efficient processing and handling

Qualifications:

- Comfortable working outdoors in all weather conditions
- Basic knowledge of plant biology and horticulture
- Strong problem-solving skills and attention to detail
- Excellent organizational and time management abilities
- Clear and effective verbal communication skills
- Self-motivated and able to work independently
- Spanish language skills are a plus, but not required

*****Pay Depending on experience**

Full time/year-round employment

Monday – Friday

We Offer:

- Holiday Pay
- Matching 401k plan
- Blue Care Network health insurance
- Vacation & Holiday Pay

Please email resume and cover letter to: info@greatlakeslandscapesupply.com