



Main Office: 15200 Cedar Springs Ave Cedar Springs, MI

www.greatlakeslandscapesupply.com

Job Title: Purchasing Assistant

About us:

Great Lakes Landscape Supply is a rapidly growing company based in Cedar Springs, Michigan. We specialize in wholesale sales to the landscape trades. We sell trees, shrubs, perennials, natural stone, concrete products, and more. We have 50+ acres of ready-to-sell ball and burlap plant material ranging from 3' shrubs to 5" caliper trees. We are looking for a driven person who enjoys problem-solving, multi-tasking, and who would like to grow with us. This is a great opportunity to grow with a great West Michigan company!

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

Job Description:

To assist senior buyers in locating and purchasing plants, shrubs, and/or trees from vendors for customers. (Research and locate items from vendors that need to be purchased for project estimates.) Enter purchase orders for material purchased into company software. Help manage incoming freight logistics of purchased materials. Answer availability/inventory questions from our customer service team and customers. Analyze sales volume data to help the buying team make accurate purchasing decisions. Position can be full or part time depending on the candidate. Pay is based upon experience.

Qualifications:

Positive, can-do attitude

Ability to multi-task in a fast-paced work environment

Detail oriented

Problem-solving capabilities

Organizational skills

Thorough communication

Ability to work well with others as well as independently

Experience and knowledge working with computers including Microsoft Word and Excel

Company Benefits eligible for full time employees:

Holiday Pay

Matching 401k plan

Health insurance

Accrued Vacation & Holiday Pay

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