



Job Posting

WEST OLIVE, MI
GreatLakesLandscapeSupply.com

Nursery Farm Shipping/ Pick-Up Manager

Great Lakes Landscape Supply is a well-established nursery farm located in the scenic West Olive, MI, dedicated to providing high-quality plants and exceptional service to our customers. We are currently seeking a motivated and organized Nursery Farm Shipping/Pick-Up Manager to oversee our shipping and pick-up operations, ensuring smooth and efficient processes for our valued clients.

Job Description: We are looking for a detail-oriented and customer-focused Nursery Farm Shipping/Pick-Up Manager to lead our shipping and pick-up department in West Olive, MI. As the Shipping/Pick-Up Manager, you will be responsible for managing the logistics of outgoing shipments and customer pick-ups, ensuring accurate and timely deliveries and pickups while providing excellent customer service. .

Shipping and Logistics:

Coordinate outbound shipments, ensuring accurate packaging, labeling, and documentation.

Work closely with shipping carriers to schedule pickups, track shipments, and resolve any delivery issues.

Optimize shipping processes to minimize costs and reduce transit times, while maintaining high-quality standards. .

Customer Pick-Up Coordination:

Manage customer pick-up orders, ensuring orders are prepared accurately and ready for timely pick-up.

Provide exceptional customer service to clients during the pick-up process, addressing any inquiries or special requests.

Schedule pick-up appointments and coordinate with customers to ensure a smooth and efficient experience.

Inventory Management:

Maintain accurate inventory records, tracking product availability and managing stock levels.

Coordinate with the sales team to ensure seamless order processing and fulfillment.

Conduct regular inventory checks and assist in restocking products as needed.



Why Great Lakes?

Established in 2002, Great Lakes is a growing company headquartered in Cedar Springs, Michigan. We specialize in wholesale sales to the landscape trade. With 5 locations across Michigan, we grow, stock and direct ship plant and hardscape material including trees, shrubs, perennials, natural stone, concrete products, and more.

We are a successful company with a proven record for growth and expansion. With that comes the opportunity to advance. A motivated person can make GLLS a place to have a rewarding career. Come grow with us!



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Nursery Farm Shipping/ Pick-Up Manager, continued

Team Leadership: Lead and motivate a team of shipping and pick-up staff, providing guidance and training as necessary.

Quality Control:

- Implement quality control measures to ensure products are accurately packed and meet our high-quality standards before shipping or pick-up.
- Conduct regular inspections of packaging materials and shipping containers to maintain consistency and professionalism.

Qualifications

Previous experience in shipping, logistics, or warehouse management is required.

Strong organizational skills and attention to detail.

Excellent communication and interpersonal skills, with a focus on providing outstanding customer service.

Ability to work in a fast-paced environment and manage multiple tasks simultaneously.

Proficiency in using shipping software, inventory management systems, and Microsoft Office applications.

Forklift certification and experience operating forklifts and other warehouse equipment (preferred).

Valid driver's license and a clean driving record.

Benefits:

Competitive salary commensurate with experience.

Health, dental, and vision insurance options.

HSA

401 K

Paid time off and holiday benefits.

Opportunities for professional development and training.

Job Hours

Full-Time. **Pay based on experience.**

Ready to Join Our Team?

Choose how you would like to apply:

Online:

- Click the button below to access our application.
- Complete the application and email it (along with your resume and cover letter) to: **addi@greatlakeslandscapesupply.com.**

In Person:

- Stop into our main office at 15200 Cedar Springs Ave, Cedar Springs to complete an application.
- Be sure to bring a copy of your resume and cover letter.