

Sales Consultant



Overview:

Prairie Moon Nursery provides one of the largest native seed and plant collections available for retail sales in the eastern United States. Since 1982, we have enjoyed steady growth as one of the most reputable mail-order and internet suppliers for native wildflowers and grasses. We carry over 700 native species and serve everyone from backyard gardeners to large government agencies. Our small business is growing year by year, and our company culture is relaxed, informal, and highly rewarding.

Job Summary:

Sales Consultants at Prairie Moon Nursery help customers bring their native plant and restoration projects to life. They provide friendly, knowledgeable guidance to help customers choose the right seeds, plants, and mixes for their goals. Members of the Sales & Consulting Team develop a deep understanding of our native species and the tools we use to support them, ensuring every customer enjoys a smooth and positive experience from quote to delivery.

Schedule:

- Full-time
- Monday - Friday, 8-hour shift, varies from 7 AM – 5 PM. Two 9 AM - 5 PM shifts per week, with the other three roughly from 8 AM - 4 PM.

Reports to: Director of Marketing and Sales

Key Responsibilities:

- Provide courteous, knowledgeable customer service by phone, email, and online platforms.
- Help customers select native seeds, plants, and mixes for gardening and restoration projects.
- Prepare quotes and process customer orders accurately and efficiently.
- Design custom native seed mixes tailored to project goals and site conditions.
- Coordinate order fulfillment and shipping with the production and shipping teams to ensure timely delivery.
- Maintain up-to-date knowledge of Prairie Moon's products, mixes, and services.
- Collaborate with Sales teammates and other departments to ensure accurate fulfillment and customer satisfaction.
- Contribute to educational efforts through public presentations, tours, or written materials about native species.
- Assist at seasonal events such as conferences, tours, or workshops.
- Support updates to website content, product listings, or social media as needed.
- All other tasks as assigned.

Qualifications:

- Experience in customer service is a must; a background in plants, gardening, ecology, and prior office experience is a plus.
- Fluency using everyday office and computer applications (Outlook, Excel, Word, phone).
- Strong math skills and ability to thrive in a fast-paced office environment.
- Strong communication skills: verbal, written, and listening.
- Organized, detail-oriented, and able to manage multiple tasks efficiently.
- Self-starter who works well independently and as part of a team.
- Dependable, energetic, and enthusiastic about native plants and helping people.

Physical Requirements:

- Ability to sit at a computer for extended periods, standing desk option provided; occasional light physical activity for tours or inventory assistance.

Compensation/Benefits:

- Pay starting \$20 per hour.
- Fully paid 30 minute lunch every day.
- Generous paid time off after a successful 90-day employment evaluation.
- Employee discount.
- Company-sponsored 401k plan, matching dollar for dollar up to 5%, potential profit-sharing.
- Flexible workdays and hours.

Other Notes:

- We are a dog friendly environment.
- No smoking environment.

To apply, please send a resume and a quick summary of your interest in this role to Kelly Henderson, Human Resources Manager, Kelly@prairiemoon.com.