



PRAIRIE MOON NURSERY®

local 507-452-1362 | toll free 866-417-8156 | www.prairiemoon.com
32115 Prairie Lane | Winona, MN 55987

Prairie Moon Nursery is a native seed and plant nursery in the lovely Driftless area of Southeast MN, 10 miles south of Winona.

Since 1982 we have enjoyed steady and successful growth as one of the most reputable mail-order and internet suppliers for native wildflowers and grasses – both in seeds and plants. We carry over 700 native species and serve small backyard gardeners, large government agencies and everyone in-between.

Position: SALES AND CONSULTING

Designation: Full time. Mon-Fri, 8 hour shift, varies from 7am – 6pm, occasional seasonal Saturday for a Conference or Public Tour

Supervised By: Sales Manager

Position Summary: This position facilitates the sale of native seed and plants for restoration and gardening projects. A member of the Sales & Consulting Team becomes fluent in the plants and services that we offer, and the computer programs that support them, giving customers a positive ordering or consulting experience.

Essential Responsibilities and Duties:

- Respond to Customers in a courteous and timely manner via phone, email, social media, and other Q&A platforms:
 - Take customer orders or provide quotes
 - Advise on garden and restoration projects
 - Design Custom Seed Mixes
- Process online orders:
 - Assign lots
 - Split by order type and shipping time
- Assist with required conferences or public tours, seasonally.
- Give presentations on native species, as requested.
- Contribute to website, as requested.

Key Relationships and Contacts:

Internal Contacts

- Frequent contact with Sales members, Sales Manager, and Co-Workers in all areas.

External Contacts

- Frequent contact with customers. Infrequent contact with public.

Qualifications, Knowledge, and Skill Requirements:

- College graduate. Degree program in related field helpful.
- Background in plants and/or gardening helpful.
- Customer service experience a must.
- Fluency in everyday office/computer applications: Outlook, Excel, Word, Phone.
 - Experience in databases, WordPress, Social Media and web/html helpful
- Prior office and/or fast-paced work experience; perform multiple tasks in a timely manner.
- Self-starter; able to work independently and as part of a team.
- Excellent math and organizational skills.
- Excellent verbal, written and listening skills.
- Dependable, energetic, innovative and efficient.

Physical Requirements: This position requires sitting for long periods of time and extensive computer use. Infrequent light physical effort when performing certain duties, e.g. public walking tours or assisting with inventory audits

Pay Range: starting at \$18.00/hour

Benefits: Paid time off (after 3-month employment evaluation), SEP retirement contribution after 2 years, and flexible workdays/hours.

To apply, please attach a resume and 2 references, email to Becky Klukas-Brewer, rebecca@prairiemoon.com

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This position description in no way states or implies that these are the only activities to be performed by the employee responsible for this position.

2/2023



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