



MILFELDS' NURSERY, INC 2550 Adams St. Riverside, CA 92504

TITLE: ACCOUNT EXECUTIVE

SUMMARY

Calls on Milfelds' Nursery retail nursery customers, as specified by the Company, to fulfill their azalea, camellia, gardenia, and hydrangea needs in a mutually beneficial way.

ESSENTIAL FUNCTIONS

- Write and submit orders, focusing on the customer's particular needs, utilizing the available plant material
- Coordinate order submission with established routing to maximize delivery efficiency
- Communicate customer's needs to the Company
- Ensure complete customer satisfaction with prompt follow-up
 - Maintain excellent rapport with customers
- Function as "eyes and ears" for the Company to understand competition and trends in the industry
- Identify opportunities to expand Milfelds' Nursery influence
- Work as a liaison between the customer and the Company to resolve any problems, needs, or issues
- Expand Milfelds' influence at existing accounts
 - Work to increase individual order volume
 - Work to improve order consistency
- Acquire new accounts; set up and develop
- Represent Company at all necessary trade shows, meetings, and functions
- Maintain accurate knowledge of plant availability and condition
 - Spend time in the nursery checking plant quantities and conditions
 - Rotate plant samples
 - Minimum of one day every other week
 - Plan sales focus for subsequent weeks
 - Work on inside sales, order entry
- Maintain logbook of customer visits
 - Identify trends, needs, maximize travel efficiency
- Maintain excellent contact with office to continuously coordinate sales efforts
- Update customer information annually and as changes occur
- Assist with nursery duties as needed
 - Inventory

QUALIFICATIONS

- Excellent communication skills, both written and oral
- Thorough product and customer knowledge
- Highly motivated self-starter, able to manage time wisely and efficiently
- Ability to coordinate schedules and delivery
- Clean driving record

PHYSICAL DEMANDS

- Driving for extended periods in traffic
- Lifting up to 50 lbs

WORK ENVIRONMENT

- California traffic
- When out in the nursery: agricultural chemicals, plants/pollen, insects, soil/dust

TO APPLY PLEASE SEND RESUME VIA EMAIL TO ANTHONY@MILFELD.COM