Company Objective: At Fernandina Mulch & Stone our goal is to be the best landscape supply company in the Northeast Florida and Southeast Georgia area as measured by customer retention, satisfaction, overall customer and organizational growth, and by meeting and exceeding customer expectations every single day.

- Help customers in the yard, on the phone or off-site as needed.
- Provide input and insight to improve the nursery including layout, plant selection inventory management, etc.
- Manage and maintain the nursery to keep it clean, organized and well-signed. It is important that we make it easy for our customers to find what they are looking for.
- Assist the sales team as needed (i.e.: by contacting customers when orders are ready for pickup, labeling and mailing marketing materials and follow-up letters when requested, delivering orders when needed, making competitive “shopping” calls, etc.).
- Maintain store appearance by vacuuming, emptying trash cans, cleaning counters and windows, straightening showroom, update in-store merchandising and keeping area neat.
- Manage inventory, help put orders together and receive orders to insure they are accurate.
- Assist Office Manager as needed (i.e.: contact vendors for pricing, shipping updates, minor project management, estimate follow-up, and customer service needs)
- Solve problems to the best of your ability as they arise. There are not many emergencies in this business so many situations need to be dealt with reasonably until they can be discussed with ownership and a permanent solution can established. Most important, if you’re not sure ask and never be afraid to tell the customer you don’t know.
- Adhere to strict confidentiality of company financial figures, including our cost, profit margins and gross sales. Violation of this policy is subject to immediate termination.
- One of the main benefits of this position is constant change and variation in responsibilities, tasks and opportunities. The Nursery Manager needs to ALWAYS be open to new ideas, change and thinking outside the box

If you are interested in more information on this opportunity, please call to set up an interview.

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