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| Department: Sales → Nursery/Horticulture Sales |  | Version: 002 Revised: 01/19/2017 Replaces: 001 |
| Approved by: Craig Vachter and Jeff Freeman | <h2>Horticulture Sales Consultant</h2> | Created by: Jaél Johnson |

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|--------------------------|---------------|
| Reports to | Sales Manager |
| Location in Organization | Outside Sales |

1. PRIMARY PURPOSE –

To establish and maintain mutually beneficial, professional relationships with horticulture professionals for the purchasing and selling of plant health services. This position is ideal for someone with successful experience in sales, purchasing and building long-term, successful business relationships, especially in horticulture.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES –

1. Advise, inform and educate customers and promote sales of Marion Ag Service.
2. Develop and implement sales strategies based on current market conditions.
3. Analyze potential new products and evaluate market conditions for these offerings.
4. Identify and research any product or service quality problems reported.
5. Represent Marion Ag Service in a positive and professional manner.
6. Enhance the image and reputation of the company by exercising sound, ethical business practices in all relations with customers, employees, suppliers and others and ensure all practices comply with the Company's quality procedures.
7. Perform other duties that enhance the efficiency and effectiveness of the company, including preparing estimates for customers and securing sales at price levels that will meet the budgeted goals of the company.
8. Work with all personnel and outside contacts to satisfy clients and achieve company goals
9. Identify areas of improvement in the company and assist in creating and implementing solutions
10. Manage Customer email requests including additions, deletions and changes in an organized but fast-paced manner.
11. Complete and maintain accurate sales forecasts, data gathering and reports for Business Managers
12. Maintain regular communication with the sales manager, keeping him informed and up to date on sales activities and issues. Perform other tasks and duties assigned by the sales manager.
13. Must establish and maintain excellent relations with vendors and manufacturers to provide the best products and the best profitability to Marion Ag Service, Inc.
14. Conduct Post Sale Follow Up as needed or directed by manager in coordination with service delivery as appropriate.
15. Develop quotations in cooperation with the sales manager based on identified sales strategy and information collected from customer.
16. Conduct ongoing customer needs, analysis, and research of customer requirements through first party resources. Most of this will be done via email and some phone work.
17. Participate in management meetings and take responsibility for sales improvement initiatives and other assigned action items.
18. Conduct regular customer review calls as per customer review procedure and follow up as necessary.
19. Ability to work in a multi-state or country capacity.

3. OTHER DUTIES AND RESPONSIBILITIES –

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1. Arrive to work and meetings on time and prepared
2. Maintain work areas in a clean and organized manner
3. Perform any other duties assigned by your manager
4. Respond promptly to customer needs.
5. Communicates changes and progress to manager.
6. Follow instructions, respond to management direction.
7. Demonstrate accuracy and thoroughness.
8. Adapt to changes in the work environment.
9. Maintain a positive attitude.
10. Follow policies and procedures.
11. Efficient use of company resources to create added value.
12. Must have valid driver's license to visit customers.
13. Observe safety and security procedures, uses equipment and materials properly.
14. Promote teamwork within your department, location, and company.

4. MINIMUM QUALIFICATIONS AND EXPERIENCE –

1. Three to five years of sales experience with a high level of customer service experience and/or a bachelor's degree in horticulture, agricultural science or another related field. Or a comparable combination of education and experience.
2. Requires strong computer skills including Microsoft Applications Word, Excel and PowerPoint and accounting systems
3. Ability to obtain and maintain pesticide consultants license.

5. PHYSICAL DEMAND -


1. The physical effort applied in this job includes (check all applicable boxes):

| | | | |
|--|---|--|---|
| <input checked="" type="checkbox"/> Lifting | <input checked="" type="checkbox"/> Pulling | <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Manipulating |
| <input checked="" type="checkbox"/> Carrying | <input checked="" type="checkbox"/> Pushing | <input type="checkbox"/> Shoveling | <input checked="" type="checkbox"/> Keying/typing |
| <input type="checkbox"/> Other (specify) | | | |

2. Check the box that best reflects the amount of effort typically applied and the frequency of application:

| Amount of Effort Applied | % of Time Effort is Applied | | | | |
|--------------------------|-----------------------------|-----------|------------|------------|---------------|
| | 0% | 1% to 15% | 15% to 40% | 40% to 70% | More than 70% |
| Less than 1lb. | | | | | X |
| Between 1 & 5 lbs. | | | X | X | |
| Between 5 & 25 lbs. | | X | | | |
| Between 25 & 60 lbs. | | X | | | |
| More than 60 lbs. | | X | | | |

3. The effort reflected in the above chart is typically applied in the following work positions (check those applicable):

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| | | |
|--|--|---|
| <input checked="" type="checkbox"/> Sitting | <input checked="" type="checkbox"/> Standing | <input checked="" type="checkbox"/> Walking |
| <input checked="" type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Bending | <input type="checkbox"/> Confined |
| <input type="checkbox"/> Other (specify) | | |

Must be able to sit and stand for long periods of time.

6. MENTAL OR VISUAL DEMAND – Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.

7. WORKING CONDITIONS - Use the following charts to indicate the presence, relative amount of, and continuity of exposure to disagreeable elements typically found in the physical work surroundings.

1. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area (check all applicable boxes):

| | | | |
|--|---|------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> Dust | <input type="checkbox"/> Dirt | <input type="checkbox"/> Heat | <input type="checkbox"/> Cold |
| <input type="checkbox"/> Fumes | <input checked="" type="checkbox"/> Noise | <input type="checkbox"/> Vibration | <input type="checkbox"/> Water |
| <input type="checkbox"/> Other (specify) | | | |

2. Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.

8. ATTENDANCE – See company handbook.


9. SAFETY – All employees are expected to comply with company safety standards.

10. FLSA STATUS – Not exempt from overtime

11. EVALUATION AND COMPENSATION – Your job performance and the company’s performance will be used to evaluate your compensation and *potential bonus*.

12. SIGNATURES AND DATES – The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements. NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

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|-----------------------------------|---------------------------------------|
| Immediate Supervisor Date: | Next Level of Management Date: |
|-----------------------------------|---------------------------------------|

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| Human Resources Date: | Employee Date: |
|------------------------------|-----------------------|