Position Announcement

Service & Operations Representative: Lawn & Sports Division

***DATE:*** January 23, 2017

***COMPANY INFO:*** Grass Roots, Inc. is a service-oriented distributor of Turfgrass maintenance supplies including pesticides, fertilizers, seed, adjuvants, top-dressings and hard goods. The Lawn & Sports Turf Division caters to the landscape and sports turf markets and has a strong presence in both. The Golf Division of Grass Roots caters to the golf market.

***DUTIES:*** Assist in the operation of the Lawn & Sports Turf Division including:

* Answer phones to accept and process orders.
* Operate forklift at warehouse in shipping & receiving.
* Prepare orders by processing requests and supply orders; pulling materials; packing boxes; and placing orders in delivery area.
* Complete deliveries by driving truck or van to and from customers.
* Maintain truck or van by completing preventive maintenance requirements; arranging for repairs.
* Monitor inventory and alert appropriate personnel when products are low.
* Provide quality service by following organization standards.
* Maintain safe and clean work environment by keeping shelves, walk-up counter, pallet area, and workstations neat; maintain clean shipping supply area; comply with procedures and rules.

Assist in Sales of the Lawn & Sports Turf Division including:

# Attend local promoting Grass Roots

* Handle “store front” sales to walk-up customers
* Consult turf managers on agronomic problems
* Perform light on the road sales in the Tri-State area

Other Info:

* Work week includes every third Saturday (half day) April – June and September - October (with emergency “on-call” September – March, July/August).
* Work with Golf Division to maximize shared resources and opportunities.
* Position reports to Lawn & Sports Turf Division Manager.

***COMPENSATION:*** Competitive Salary/Wage, 10 paid Holidays, Paid Vacation (1 week First Year, 2 weeks each Year Thereafter and every 4 years an additional vacation day is added.), Horizon BC/BS of NJ Direct Access Medical and Dental, Profit Sharing Plan (beginning in Year Two), 401K Plan with 4% Match, Bonuses, Company Vehicle, Cell Phone Reimbursement & Expense Account (AMEX), Association Dues, Costs incurred in attaining and maintaining Pesticide Licenses, Annual Raises based on Performance



***CONTACT:*** Gene Huelster, Division Manager

 Grass Roots, Inc.

***AVAILABILITY:*** Immediately

***DEADLINE:*** When Filled

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