



959 South Kipling Parkway, Suite 200
 Lakewood CO 80226
 Ph: 303-758-6672
 www.coloradonga.org

Job Posting

Inventory Specialist

Date Posted: October 31, 2024

Company: Durango Nursery & Supply

Position Title	Department	Reports to
Inventory Specialist	Office	General Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	February 2025

Position Summary

The Inventory Specialist acts as the primary receiver and tracker of all nursery inventory. Duties include updates to inventory, entering invoices, managing inventory from the Production Department, printing and overseeing the labeling of all nursery material, and spearheading physical inventory counts. The Inventory Specialist will supervise some employees with duties related to inventory. This position also involves customer service, including making sales, providing quotes, and answering landscaping questions. Must be able to work in a fast-paced environment that consists of both indoor office work and outdoor yard work. Some knowledge of horticulture and botanical Latin is required.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Maintaining accurate live inventory in Counterpoint software
 - Suggest procedural changes as needed to assure continual accuracy of inventory
- Working with staff members to resolve issues that may contribute to inventory discrepancies
- Accounting for product death/deterioration and nursery/in-house use of product
- Managing inventory of product changes, such as plants upsized into larger containers, or plants being rehabilitated off the sales floor
- Conducting up to two complete physical inventory counts per year. One mid-season (typically early July) and one in the fall (typically early November)
- Managing periodic smaller inventory counts to maintain accuracy
- Creating new items in Counterpoint and researching plants to enter the correct botanical Latin taxonomy
- Creating purchase orders for materials to be received in Counterpoint
- Receiving vendor invoices for inventory materials, as well as plants to be released from the Production Department, into Counterpoint
- Managing the counting of plant material offloaded from delivery trucks and reporting discrepancies to suppliers
- Printing tags and final point of contact for questions about the labeling of all products



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- Assisting the Nursery Manager, Hardgoods Manager, and Accounting Manager with the development of pricing models
- Processing any pricing changes or in-house sales in Counterpoint
- Supplying excellent customer service which may include setting up deliveries, ringing up sales, and loading material
- Answering phones and questions about current inventory and general nursery-related inquiries
- Creating quotes for plant orders, and suggesting substitutions in landscaping plans

Minimum Qualifications (Knowledge, Skills, and Abilities)

- High school diploma or equivalent
- Previous horticulture, landscaping, or agriculture experience preferred
- Familiarity with botanical Latin required
- Customer service experience preferred
- Strong computer skills, including proficiency in, or ability to learn Microsoft Office and Counterpoint applications
- Detail oriented, and able to multitask, prioritize, and manage time efficiently
- Self-motivated and able to work independently to complete tasks and meet deadlines
- Able to lift up to 50 lbs.
- Able to work a physically demanding job in various weather conditions
- Able to work on feet consistently with some repetitive movement
- Able to sit for hours at a time in an office environment
- Possess strong communication skills and the ability to work collaboratively in a small team
- Be able to commit to a regular schedule each week
- Strict adherence to company philosophy/mission statement/sales goals

Benefits & Compensation

- \$18-22/hr to start
- HRA (after 90 days)
- 401k with company match (after 1 year)
- Sick Pay
- PTO (after 1 year)
- Employee Discounts

Physical Demands and Work Environment

This position is generally indoors in an office environment, but some outdoor work in various weather conditions may be required. Prolonged periods of sitting and working on a computer are required. May be required to lift and move nursery goods up to 50 lbs. It is a busy environment through the Summer, may have to perform some customer service support. There may be noise from machinery equipment and radios. It is a dynamic environment requiring associates to stay on task and be always available to customers.

How to Apply

Apply to manager@durangonursery.com



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Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.