



We are a growing, creative, fast-paced team focused on helping people create stylish and sustainable outdoor living environments. This is a unique opportunity to be involved in a plant and design driven retail nursery, and as such, we are seeking creative, energetic, customer-focused and operations-minded individuals to join Madeline George.

Position: Retail Nursery Inventory Manager  
Position Type: Permanent Part-time position approx. 15 hours a week; Mon – Fri from 9am – 12 noon  
Hourly Wage: Depending on experience

Responsibilities:

- Embrace the vision of Madeline George Garden Design & Nursery and support our mission and strategies
- Interface with department managers on ordering products including; keep list of product needs as advised by managers; prepare inventory reports for managers use; verify order acknowledgements and make adjustments as needed; input acknowledgments into inventory software (Counterpoint) as receivers; verify shipping/freight costs; track and update delivery dates; and related tasks
- Create and manage receivers (vendor order acknowledgments) in Counterpoint including creating inventory items as needed, pricing products within required margins, processing receivers timely, generating labels, processing credits for non-received, damaged or otherwise missing product, and finalizing and adjusting freight and freight claims
- Assist department managers with pricing products and inventory adjustments as needed
- Complete inventory adjustments daily including pot ups, damage, INF, marketing and nursery supplies
- Assist and supervise in unloading of trucks and unboxing of product, verifying product received to order acknowledgment and requesting credits as needed
- Participate in weekly manager's meeting regarding inventory management matters
- Present and report on category margins, turns, loss ratios and certain product performance reports
- Be sensitive to customer and team needs and step in as appropriate to provide assistance to meet customer needs
- Be a valuable and creative resource to our team and indirectly our customers using your knowledge and skills to create excellence in operations and exceed customer expectations

Qualifications:

- 2 years of experience with inventory management in a small retail and/or nursery business
- Experience with inventory process and management systems including ordering and freight management, receiving, pricing, stocking, credit processing and adjustments
- Excellent attention to detail coupled with a high level of accuracy in math, accounting, proofing and data entry
- Willingness to learn and become proficient with industry specific software requiring zero-error data entry
- Positive, can-do, creative, solution-oriented, team-driven attitude
- Ability to take direction, work independently and balance multi-tasking
- Proficient in Microsoft Office products including Word, Excel and Outlook; and experience with inventory management software program
- Ability to lift 25 pounds and work outside in all types of weather year round
- Willingness to continue to learn and implement knowledge and skills in the nursery
- Educational background, training, and certifications as applicable

Submit resume together with letter of introduction and interest via e-mail to Kecia Carlson at [kcarlson@madelinegeorge.com](mailto:kcarlson@madelinegeorge.com)