

# Landscape Purchasing Specialist



Title:	Landscape Purchasing Specialist
Reports to:	Chicago Branch Manager
Other reporting relationships:	Public Branch Manager
Supervises:	N/A
Date:	August 2022

**Summary:** The Purchasing Specialist will work directly with suppliers and subcontractors to procure materials sold to clients by the Account Executive team. The Purchasing Specialist will ensure that the specified materials are delivered on time (according to internal and external promises), in class “A” condition, and within budget. The Purchasing Specialist will ensure that the yard and material inventories are kept safe and orderly. Finally, the Purchasing Specialist will handle administrative duties related to purchasing and materials.

### Key Responsibilities

- Purchasing
  - Place orders for branch, including subcontractor services, plant materials, hard goods etc. with a strong emphasis on seasonal color/flowers
  - Work within budgets and job estimates; achieve savings when possible
  - Establish solid lines of communication between Account Executives, Branch Administrator, Service Leaders and Branch Manager for seamless workflow
  - Consolidate estimated materials to place bulk orders when appropriate
  - Establish and build strong vendor/subcontractor relationships
  - Stay current with vendor/grower availability and industry trends
  - Update system and staff on pricing changes
  - Manage material delivery schedule
  - Create, track, and receive purchase orders
  - Support branch monthly financial closing process
- Yard Management
  - Organize and care for plant material
  - Separate and organize material for next day’s routes
  - Identify or segregate inventory vs. job charged materials
- Enhancement Prep Process
  - Work in conjunction with Admin and Service Leaders to gather all appropriate documents for scheduled enhancement work. Organize materials for next day installations.
- Other duties as assigned

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## Key Qualifications

- Exceptional, positive and collaborative attitude; desire to learn and work hard to advance
- Excellent communication skills
- A love of people, plants, and landscape
- Knowledge of seasonal color and annual flowers
- Strong time management, organizational and self-management skills
- 2-4 year landscape degree or general degree with coursework in the landscape field, or field similar work experience with demonstrated and sincere desire to build a career in the landscape industry

**Benefits:** Competitive salary and benefits package

**Apply online at:** <https://www.moorelandscapes.com/join-our-team.php>

All candidates will receive consideration for employment without regard to race, color, religion, gender, national origin, or other status protected by applicable law.