

**July 2025**

**Company:** Bizon Nursery, LLC

**Job Title:** Wholesale Nursery Administrative Assistant

**Location:** Hubbard / Wilsonville, Oregon

**Employment Type:** Full-Time

**Reports To:** Farm Managers / Office Manager

**Salary:** Hourly, DOE

## **Position Summary:**

We are seeking a highly organized, proactive, and adaptable Administrative Assistant to support daily operations at our wholesale nursery. We're looking for a dependable and flexible team member to bridge the gap between field operations and administrative support. This unique role splits time between hands-on work at the farm and assisting with tasks in our administrative office. Ideal for someone who's just as comfortable around plants and trucks as they are around spreadsheets and phone calls. You'll work closely with Farm Managers, Office Staff, and Sales Reps to help keep things running smoothly across environments.

As a liaison with both onsite farm operations (in Hubbard OR) and administrative tasks (in Wilsonville OR), this key role requires a balance of strong communication, logistical coordination, customer service, and data management skills. The ideal candidate enjoys a dynamic workday, communicates well, and is comfortable multi-tasking in a fast-paced environment, working across departments to ensure efficient operations and exceptional service.

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## **Key Responsibilities:**

### **1. Communication & Coordination**

- Serve as a liaison between Nursery Managers, Office Manager, Sales Reps, and Farm Managers on daily procedures and tasks.
- Coordinate with vendors as directed.
- Assist Sales Reps with customer service, order changes, shipping updates, and general administrative support.

### **2. Shipping & Logistics**

- Assemble and organize necessary shipping paperwork, permits, and tags.
- Print retail tags, maintain printing supplies, and resolve technical issues as needed.
- Communicate with Nursery Managers, Truck Brokers, Drivers, and Customers regarding dock paperwork, arrival logistics, and driver check-in/check-out.
- Finalize and process Bills of Lading.

### **3. Marketing Support**

- Maintain and update the company's photo database and respond to customer photo requests.
- Facilitate seasonal marketing materials and promotions.
- Manage the "Picture Tags Library" (in partnership with label vendors).

### **4. Customer Service**

- Handle incoming phone calls and emails from customers, Sales Reps, vendors, and the general public.
- Support Sales Reps and customers with inventory inquiries, order entry/updates, and account-related questions.
- Assist with annual bulk mailings and other seasonal customer outreach.

### **5. Data Entry & Administrative Support**

- Perform accurate order entry, electronic filing, scanning, and spreadsheet updates.
  - Assist with inventory reconciliation, tracking, and reporting.
  - Run local errands for Farm Managers (mileage reimbursed).
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### **Requirements:**

- Valid driver's license and reliable personal vehicle.
  - Ability to lift up to 50 lbs.
  - Strong computer proficiency, including email, data entry, and spreadsheet management.
  - Excellent verbal and written communication skills across all levels of the organization.
  - Proven ability to multi-task, adapt quickly to changing priorities, and remain calm under pressure.
  - Familiarity with agricultural or nursery operations is a plus.
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### **Working Conditions:**

This position is based on a working farm with ability to respond to changes in weather, equipment, and the needs of live nursery material. This position will also includes work in an office environment.

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### **To Apply:**

Submit your resume and a brief cover letter to [info@bizonnursery.com](mailto:info@bizonnursery.com)