Sales Coordinator (Wholesale Nursery/Horticultural Industry)

Cornelius, OR · Full-time · **$28–30/hr**

Sales Coordinator (Wholesale Nursery/Horticultural Industry)
Location: Cornelius, OR (near Hillsboro)
Salary: $28 - $30/hr. + Profit Sharing + Full Benefits
Benefits: Medical, Dental, Vision, 401k matching, ESOP, Vacation, PTO
Job Type: Full-Time
Typical Hours: M-F; 40 hrs./wk.; Extended hrs./Paid OT in April- June
Start Date: ASAP
Sponsorship is not available

Sales Coordinator (Wholesale Nursery/Horticultural Industry) Description

Our client, a growing and well-established company in the wholesale horticulture industry, is looking for a highly organized, detail-driven **Sales Coordinator** to join their team in Cornelius, OR. This role is ideal for someone who loves staying organized, enjoys wearing multiple hats, and takes pride in catching details others might miss. You'll serve as an important link between sales, customers, order processing, and internal teams—helping manage orders, coordinate requests, solve problems, and keep things moving. You'll have plenty of autonomy, so we're looking for someone who takes initiative, prioritizes effectively, and follows things through to completion without needing constant direction. An interest in **plants, horticulture, gardening, landscaping, or the nursery industry** is strongly preferred. The company has **doubled in size over the past four years** and offers an employee-owned environment with strong tenure, a supportive culture, and opportunities for continued growth.

Sales Coordinator (Wholesale Nursery/Horticultural Industry) Responsibilities

- Coordinate communication and workflow between sales, customers, order processing, and internal teams
- Enter, review, and manage customer orders and invoices with a high degree of accuracy
- Support the inside sales team with customer requests, documentation, and follow-up
- Track multiple priorities, deadlines, and order details simultaneously
- Submit customer requests for approval and follow through to completion
- Identify discrepancies or potential issues and proactively work toward solutions
- Collaborate across departments to improve efficiency and customer experience
- Jump in where needed and take ownership of a variety of sales and office support responsibilities

Sales Coordinator (Wholesale Nursery/Horticultural Industry) Qualifications

- 2+ years of sales support, sales coordination, customer service, or order management experience required
- Exceptional attention to detail and organizational skills required
- Strong computer skills and ability to learn new systems quickly required
- Interest in horticulture, plants, gardening, landscaping, agriculture, or the nursery industry strongly

preferred

- Ability to work onsite in Cornelius, OR required

Apply: https://twonice.hire.trakstar.com/jobs/fk0zlpt/?apply=true

Your search team



Patrick Cahill
President



Ann Loraine Estanislao
Sourcer



Barry DeMartin
Senior Recruiter



Katy Reardon
Client Manager