



915 23 Ave SE, Calgary, AB T2G 1P1

403-263-4200

[reception@progardener.ca](mailto:reception@progardener.ca)

**Job Title:** Inside Sales, Procurement, & Office Support

**Location:** Calgary

**Position Type:** Full-Time

**About Us:**

*The Professional Gardener Co. Ltd.* has proudly served the golfing, landscaping, greenhouse, reclamation, and remediation industries for over 75 years. We offer customers with a wide range of supplies including chemicals, fertilizers, containers, greenhouse coverings including structures, turf supplies, and much more.

**Position Overview:**

This hybrid role combines inside sales, procurement, and administrative support. The ideal candidate has a horticultural background, can facilitate all types of customers, is highly organized, takes initiative, has the willingness to learn, and can manage multiple priorities in a fast-paced environment.

**Key Responsibilities:**

***Inside Sales:***

- Respond to customer inquiries via phone and email.
- Process orders and provide product information.
- Build and maintain strong relationships with customers.
- Support outside sales staff with quotes, pricing, and product availability.

***Procurement:***

- Place and track purchase orders with suppliers.
- Maintain accurate inventory levels and update stock records.
- Coordinate delivery schedules and resolve order discrepancies.
- Support vendor relationships and monitor product pricing.

**Office Support:**

- Assist with general administrative tasks such as invoicing, filing, and data entry.
- Help organize shipping, receiving, and logistics documentation.
- Answer phones and greet customers and visitors professionally.
- Support management with special projects as needed.

**Qualifications:**

- Previous experience in inside sales, purchasing, or office administration preferred.
- Strong communication and customer service skills
- Excellent organizational and multitasking abilities
- Proficient in Microsoft Office (Excel, Outlook, Word)
- Experience with inventory or order management systems an asset
- Knowledge of turf, golf, or landscaping products is a plus.

**What We Offer:**

- Health and dental benefits
- Supportive, team-oriented work environment
- Casual Dress
- Company Events

**How to Apply:**

**Please submit your resume and a cover letter detailing your relevant experience to [reception@progardener.ca](mailto:reception@progardener.ca). We look forward to hearing from you!**



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**Job Title:** Outside Sales Representative

**Location:** Saskatchewan

**Job Type:** Full-time

**Job Summary:**

We are seeking a motivated and results-driven Outside Sales Representative to join our team. The successful candidate will be responsible for developing new business opportunities, maintaining relationships with existing clients, and driving sales growth. This role involves frequent travel to meet clients, present products or services, and close deals to meet sales targets. This role also has ample opportunities to share knowledge of the horticulture, turf management, and landscaping industries.

**Key Responsibilities:**

- Identify and prospect new business opportunities in the designated territory.
- Build and maintain strong relationships with existing and potential customers.
- Conduct sales meetings and presentations to showcase products/services and their benefits.
- Prepare and deliver accurate sales proposals and quotations.
- Negotiate pricing and terms with customers to close sales effectively.
- Manage the entire sales cycle from lead generation to post-sale follow-up.
- Meet or exceed monthly and quarterly sales targets.
- Monitor and report on market trends, customer needs, and competitor activities.
- Maintain detailed records of sales activities, customer interactions, and follow-ups in the CRM (client record management) system.

- Collaborate with internal teams such as inside sales and product vendors to ensure client satisfaction and identify upsell opportunities.

**Requirements:**

- Proven experience in outside sales or a similar sales role is preferred.
- Strong communication, negotiation, and interpersonal skills.
- Ability to work independently and manage time effectively.
- Proficient in using Microsoft Office Suite and computers.
- Ability to travel regularly to meet clients and attend industry events.
- Self-motivated, goal-oriented, and driven to achieve sales targets.
- Valid driver's license and reliable transportation.
- A degree and/or experience in horticulture, turf management, landscaping or related field is required.

**Benefits:**

- Health and dental benefits
- Supportive, team-oriented work environment
- Casual Dress
- Company Events

**How to Apply:**

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