



## Job Description

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**About the Company:** Shooting Star Native Seeds (SSNS) is a wholesale provider of native grass and wildflower seed.

**Position Title: Operations Support Specialist**

The Operations Support Specialist assists with the sales and operational functions of Shooting Star Native Seeds.

**Responsibilities:**

- Prepares customer quotes.
- Provides customer service.
- Assists with the coordination of seed tests and accurately recording of seed test results.
- Provides support in the warehouse; assists with filling orders.
- Assists with bi-annual physical inventory, including weighing, measuring, and checking materials for the purpose of keeping records.
- Attends trade shows and industry meetings of current and potential native seed customers.
- Manages website for pricing and availability, assists with general website management.
- Provides general office support, including the shared responsibility of managing phones and supporting administrative projects.
- Possibility of assisting with technology systems (providing technical support to staff, managing networks and servers).
- Provides occasional support to the warehouse and outside field work.
- Contribute to team effort by completing other duties as assigned.

**Skills and Qualifications:**

- Hard-working, self-starting, and internally driven.
- Willingness to learn about the native seed industry, including information about native species, installation and maintenance techniques, and conservation and cost-sharing programs.
- Knowledge and willingness to learn about technology and computer systems.
- Microsoft Office, including Microsoft Excel
- WordPress
- Excellent written and oral communication skills.
- Flexible scheduling.

**Job Status:** Non-exempt, Full-time.      **Location:** Split between in-office & remote if desired

**Reports to:** Operations Manager