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Sun State Landscape Management, Inc.

## Purchasing Assistant / Driver

### Description

Sun State Landscape Maintenance, Inc. is a licensed landscape design, construction, irrigation, and maintenance contractor located in Parrish, Florida. Locally owned and operated, we have serviced West-central Florida for nearly a quarter-century.

We are seeking a Purchasing Assistant with CDL designation. This person will be expected to contribute in a variety of ways, including some moderate physical labor (loading and unloading truck).

### Education

- High School Diploma or GED (preferred).

### Experience

- one(1) year professional experience required in B2B procurement of goods and services, preferably in construction or related field.
- Must be comfortable and experienced pulling a trailer behind pickup or similar.

### Skills

- locate and procure pre-defined materials utilized primarily in our landscaping and irrigation installation operations
- safely load, secure, transport, unload plant and landscape materials on trailer using forklift or similar

### Responsibilities

- execute instructions from management staff
- follow company policies as outlined in manual provided
- attend Company-held safety and policy meetings
- contribute toward maintaining neat and safe job site throughout the installation process.
- provide supervisor with requested feedback and reports in a timely manner.
- represent Company in a dignified, professional manner at all times.
- treat all co-workers with respect.
- other duties as required

### Qualifications

- valid Florida driver's license and a clean driving record (six points or fewer)  
– CDL preferred

### Employment Type

Full Time

### Beginning of employment

Immediate

Landscape, Property Management

### Job Location

8910 Erie Lane, 34219, Parrish, FL, USA

### Working Hours

Monday-Friday

8am-5pm

Overtime as Available

### Hourly, Paid Weekly

\$ 15.00 - \$ 17.00

### Valid through

31.08.2020

- knowledge of landscape materials and Florida plants, trees, shrub
- Bi-Lingual a definite “plus”

### **Benefits**

- paid vacation
- optional health insurance
- year-round position with opportunity for overtime earnings

Sun State Landscape Management, Inc. takes your privacy seriously. Our privacy policy may be viewed by clicking [here](#).