



**Landscape Purchasing Coordinator  
Dallas, TX**

Garden Design, Inc. is seeking landscape purchasing associate to join our employee-owned team in Dallas. This position requires you to work directly with the purchasing team, sales, project managers, vendors and suppliers to manage purchasing materials for multiple projects in a fast-paced environment.

**Primary Duties & Responsibilities:**

- Verifies purchase requisitions by comparing items requested to job list; clarifying unclear items; recommending alternatives.
- Verifies material and job specifications and price.
- Obtains purchased items by quoting orders from suppliers.
- Resolves supply and delivery issues with suppliers.
- Authorizes payment for purchases by verifying documentation for accounting.
- Compare and evaluate offers from suppliers.
- Negotiate contract terms of agreement and pricing.
- Track orders and ensure timely delivery and quality of materials.
- Enter order details (e.g. vendors, quantities, prices) into internal database.
- Maintain updated records of purchased products, delivery information and invoices.
- Verifying purchase orders to vendor pricing.

**Education, Experience & Requirements:**

- Minimum of 5 years of experience in landscape / construction industry with extensive purchasing and vendor relation experience.
- Proficient with computers and technology including Microsoft Office, tablets and smart devices.
- Knowledge of plant and landscape materials.
- Strong communication skills that allow you to communicate effectively within the company and with vendors and suppliers.
- Ability to prioritize and multi-task in a fast-paced environment while operating with a high sense of urgency.
- Strong work ethic.
- Effective oral and written communication skills.
- Bi-lingual in English and Spanish is a plus.
- Work in a team environment.

**Garden Design Offers:**

- Competitive Compensation Package
- Employee Ownership (100% ESOP)
- Paid Holidays
- Paid PTO

- Profit Sharing Program
- 401K
- Health, Dental and Vision Insurance

**About Garden Design, Inc.:**

Garden Design, Inc. is a full-service landscape and outdoor living company in Dallas, Houston, San Antonio and Austin. Founded in 1993 in Dallas, Texas, Garden Design has been transforming residential and commercial landscapes and outdoor living areas with our passionate and award-winning group of landscape designers, landscape and construction professionals.

Garden Design is 100% Employee-Owned. The Garden Design Employee Stock Ownership Plan (ESOP) is an employee benefit which provides company stock exclusively to associates of the Garden Design.

For more information on Garden Design, Inc., visit [GardenDesignLandscaping.com](http://GardenDesignLandscaping.com)