Job Opening: Wholesale Nursery Production Coordinator

DeGroot Inc. in Coloma Michigan is looking for a high caliber individual looking for an opportunity to develop a career with a well-established company. DeGroot Inc. is hiring a Production Coordinator who will work under the Director of Operations to help manage a wide variety of production needs.

Start Date: July 01, 2013 (Flexible if needed)
Salary: $30,000 + based on experience

JOB SUMMARY

The basic function of the Production Coordinator is to ensure all Growing, Processing, Packaging (labeling and sleeving), Packing and Rack assembly activities for packaged bulb, perennial, fruit and vegetable sales are planned, scheduled and controlled as efficiently, safely and effectively as possible. The Production Coordinator must ensure that the goals and objectives as they relate to the Productions Operations are met. When not performing essential duties listed below, the Production Coordinator is required to perform other duties as assigned by the Director of Operations. The Production Coordinator’s primary responsibilities are broken down into the following categories:

1.1 General Supervision and Management
1.2 Production Operations
1.3 Production and Training Operations

The following positions report to the Production Coordinator:

All personnel involved as follows:

1. Bulb Packaging Machine Operators
2. Packing Supervisor
3. Perennial Packaging Supervisor
4. Package Line Supervisor’s
5. All other production employees not under someone else’s supervision.
JOB QUALIFICATIONS AND REQUIREMENTS

- Education: University graduate or equivalent experience (five years in nursery production).
- Skills: Ability to select from a variety of established production management procedures.
- Physical: Full use of all senses, including physical ability to stand continually, and sit, crouch, bend, reach, walk, climb and maneuver around racking/shelving, farm equipment, repair equipment and service areas including outside in all types of weather conditions.
- Mental: Able to organize and manage information related to production management.

To apply:

E-mail an updated resume and cover letter to jobapplication86@outlook.com

Please contact Wade Richardson (Director of Operations) with any questions or to request a more detailed job description.

Wade Richardson
Director of Operations
Phone: (269) 468-6714 ext. 319 or 312
Fax: (269) 468-6717
www.degroot-inc.com

De Groot, Inc.
Serving your perennial, flowerbulb, fruit & vegetable needs since 1957.