Necessary Job Qualifications

- Required: Minimum 2-5 years’ work experience in the nursery industry (retail and/or wholesale) horticultural or business background required

- Working horticultural knowledge of perennials, natives, and groundcovers including, botanical and Latin nomenclature, plant identification, plant care and or planting requirements.

- Excellent communication, analytical, organizational and time management skills.

- Ability to work well with co-workers, customers and vendors

- Ability to carry and lift up to 60 lbs.

- Computer literacy, excel, and outlook are needed and access preferred, but not necessary

- 40-65 hrs. Hrs. a week, potentially a Sunday or 1 evening per week. In a busy week, you may be asked to work even longer hours

- Must be flexible, as changes from vendors, customers and production and sales occur daily.

- Knowledge of Supply chain/ plant and planting processes and constraints

- Good analytical skills for monitoring inventories and forecasting production overages or shortfalls

- This is a progressive role where the individual will be expected to take on more and greater responsibility over time
Primary Responsibilities

Take responsibility for ordering all green goods for production and re-wholesale (urc’s, plugs, bare root, finished material, etc.) based on information given from the production schedule and or negative sales reports. The objective will always be to find the best quality material at the best price. (Sometimes the decision will be to pay a higher price for a better product)

Take responsibility for all production forecasting, you will be aided by sales, production and operations. You will gather data from reports, history etc. to come up with the required production amounts. This will be an ongoing exercise as our goal is to never run out of product, yet to never have excess product.

Be responsible for analyzing data to pick out the most profitable as well as least profitable products. Also make suggestions to management as to what product or product lines should be added or dropped.

Keep in mind this is a new position and we have a new ERP system, so there will be many changes and new learning experiences along the way, some will be frustrating at best. This is a very challenging position and we expect that you will keep an open mind and always try to improve on the current operating methods; you will also be expected to create standard operating procedures for this job.

Review N/A reports daily, to help locate potential product shortfalls.

Work with customer service and sales on custom orders, can we do them, let them know what pricing would be on items we are buying in and just brokering. Help price out custom orders (mike will do this initially, but overtime this will be turned over to you).

Coordinate with production on arrivals, back orders, quality issues, delayed shipments etc.

Coordinate with shipping on incoming material, or for material to be picked up at other vendors

Coordinate with Operations and General Manager on overages and shortfalls in the production schedule or inventory, (this will be done by reviewing current on hands, forecast reports, and actual or future orders) the goal is to review this weekly. The goal is for you to help forecast each week where we are short and if short, what and how many should be made, what size of plug would we need and then locate a good quality plug so that production can make this actual item.

Must be comfortable negotiating prices, challenging vendors to get better pricing, better service, and or firing them for doing a poor job.

Reviews sales reports for Natives, and Shrubs and or any other brokered items, and adjust/ by ordering and or establishing new production.
Work with Plant health to check in and evaluate incoming material to allow you to see quality of material you ordered. Reject material that you don’t feel is up to standard

Create and receive purchase orders, on what you order, also enter brokered material into the buy in location in SBI.

Responsible for reporting damages, shortages, bad quality etc. Follow up immediately for credits from vendors.

Walk houses weekly during the season to spot check new production, work with growers on getting lists pertaining to which plants did not grow after potting, so that you can request credits for these from the vendor as well.

Help implement a plan, for a holding lot for all incoming material. Work and meet with vendors to keep up with new product, new pricing and review how they perform and or there product has performed each season.

The overall goal is to keep Twixwood supplied with all green goods for all facets of the company, purchasing product at the best price at the highest level of quality. This will also be done while reducing the companies over all expenditures on green goods in comparison to previous years.

Secondary:

This job description covers the majority of the job requirements, but as this job and this company grow and change, some of these items could become obsolete while other duties maybe added to this list.

We are a nursery and do expect that you are prepared to help in various areas of the nursery if requested.

We need to make sure you’re going to enjoy the job and have some fun while doing this.

Hourly wage: 12.00 to 17.00 hr.

Overtime: available

Full time: Health Insurance, 401k

Vacation: 2 weeks—(no vacation time is allowed in April and May due to the seasonal nature of the business

Holiday Pay: yes, 4 paid Holidays

Personal or sick days—4

Please email Resume to Medelbach@twixwood.com and put (Job Opening) in the subject line

Contact
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