



PLANTS FOR TRADE

## JOB DESCRIPTION

<b>Job Title:</b>	Wholesale Nursery Supervisor
<b>Location:</b>	West Parley
<b>Full / part time:</b>	Full Time / Part Time
<b>Reporting to:</b>	Managing Director

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### Job Purpose:

To co-ordinate, forecast and plan the workflow for the Nursery Staff. This will include Overall management of the team as a whole to help ensure that the department runs smoothly and efficiently. Managing the cash and carry enterprise to provide maximum profit

### Principal Duties and Responsibilities:

- ☛ Lead, manage and motivate the nursery team
- ☛ Set team and individual objectives
- ☛ Merchandising stock to ensure maximum stock visibility to customers
- ☛ Ensuring all stock is maintained to the highest level
- ☛ Take enquires by phone, fax or email
- ☛ Purchasing of stock, optimising price, quality, range and stock level
- ☛ Organise and monitor workflow to keep all members of staff working at their optimum whilst providing excellent client service
- ☛ Ensuring the data on the stock control system is accurately maintained
- ☛ Keeping up to date with relevant business news
- ☛ Acting in a professional manner, upholding the ethics of the firm
- ☛ Building & developing client relationships
- ☛ Working effectively in the team to ensure delivery of excellent client service
- ☛ Motivate and encourage all members of staff to ensure they are reaching their potential
- ☛ Lead by example in terms of showing commitment to the firm and the standards required
- ☛ Ensuring deadlines are met even when extra hours are required
- ☛ Improving the number of customer visits and average spend
- ☛ Carrying out ad-hoc work as required by the managing director

### Key Tasks:

- ☛ Managing workflow
- ☛ Maintain Cash and Carry; watering, weeding, pruning feeding and tidying
- ☛ Provide advice for walk in trade where necessary to maximise sales
- ☛ Taking Payments
- ☛ Collate deliveries
- ☛ Enter data on grow master and ensure accuracy of data.
- ☛ Print and label newly purchased stock
- ☛ Carry out periodic stock checks

- ✿ Update website with available stock every week
- ✿ Create an ideal stock holding schedule and purchasing schedule to fulfil customer needs.
- ✿ Manage team including professional development
- ✿ Managing orders and checking correct stock is being delivered
- ✿ Ordering in to replenish stock
- ✿ Monitor Irrigation System
- ✿ Monitor working of Heaters and alarms
- ✿ Potting on Individual shrubs
- ✿ Monitor recoverability
- ✿ Maintain standards of output
- ✿ Oversee completion of assignments
- ✿ Monitoring deadlines
- ✿ Ensuring steady workflow
- ✿ Writing and responding to emails from clients
- ✿ Getting back to clients with quotes within 24hours email or by phone
- ✿ Taking and making phone calls with clients
- ✿ Keep Managing director informed of progress and escalate in a timely manner potential problems
- ✿ Liaison with the managing director for weekly meetings
- ✿ Be aware of the scope of the work allocated and highlight any areas outside of the normal scope
- ✿ Any other ad hoc duties
- ✿ Willingness to work extra hours at times to complete orders on time

**Essential:**

- ✿ Clear commercial understanding of the need for efficiencies
- ✿ Good Computer skills i.e email and able to pick up stock system grow master
- ✿ Excellent communication skills
- ✿ Excellent written skills
- ✿ Desire to achieve results
- ✿ Passionate about providing excellent client service
- ✿ Team orientated
- ✿ Clean driving license

**Limits of Authority:**

- ✿ May not commit capital expenditure without approval
- ✿ May not vary rates of pay of employees

**This job description is a guide to the minimum requirements of the job. It is not intended to restrict activities which will contribute to the growth and profitability of the Company. If a need for action or an opportunity is identified, this must be brought to the attention of the Directors.**